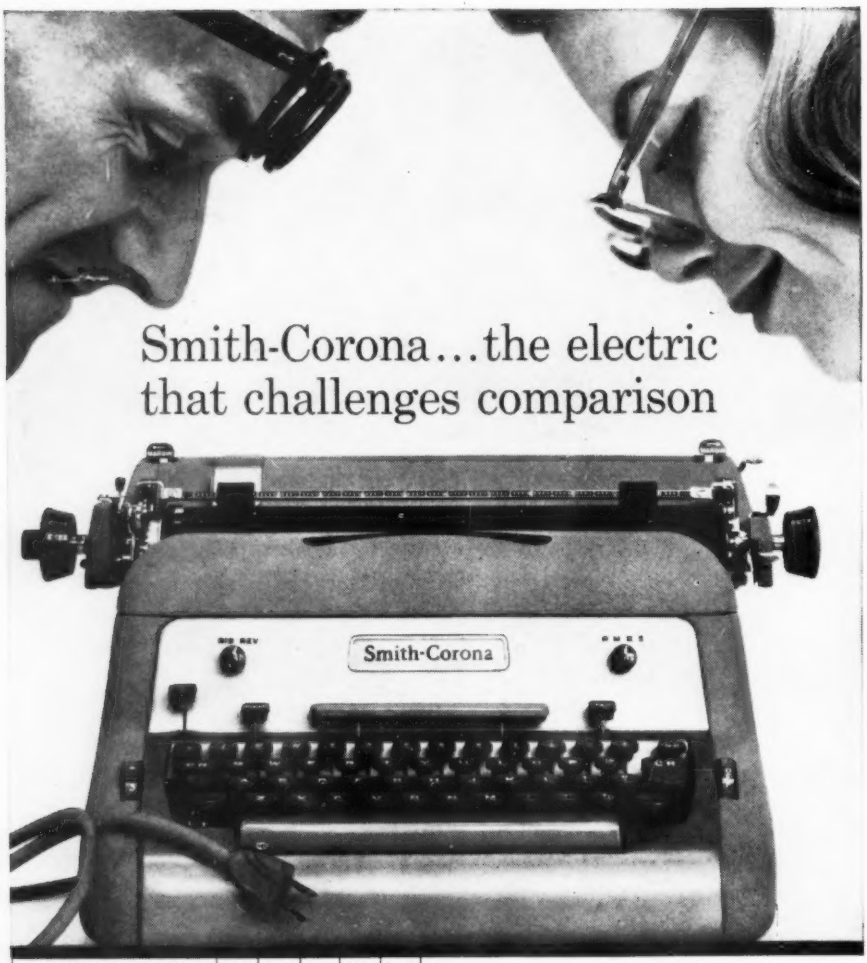
December 1959

The Office

Magazine of
Management · Equipment · Methods

SEMIANNUAL INDEX IN THIS ISSUE



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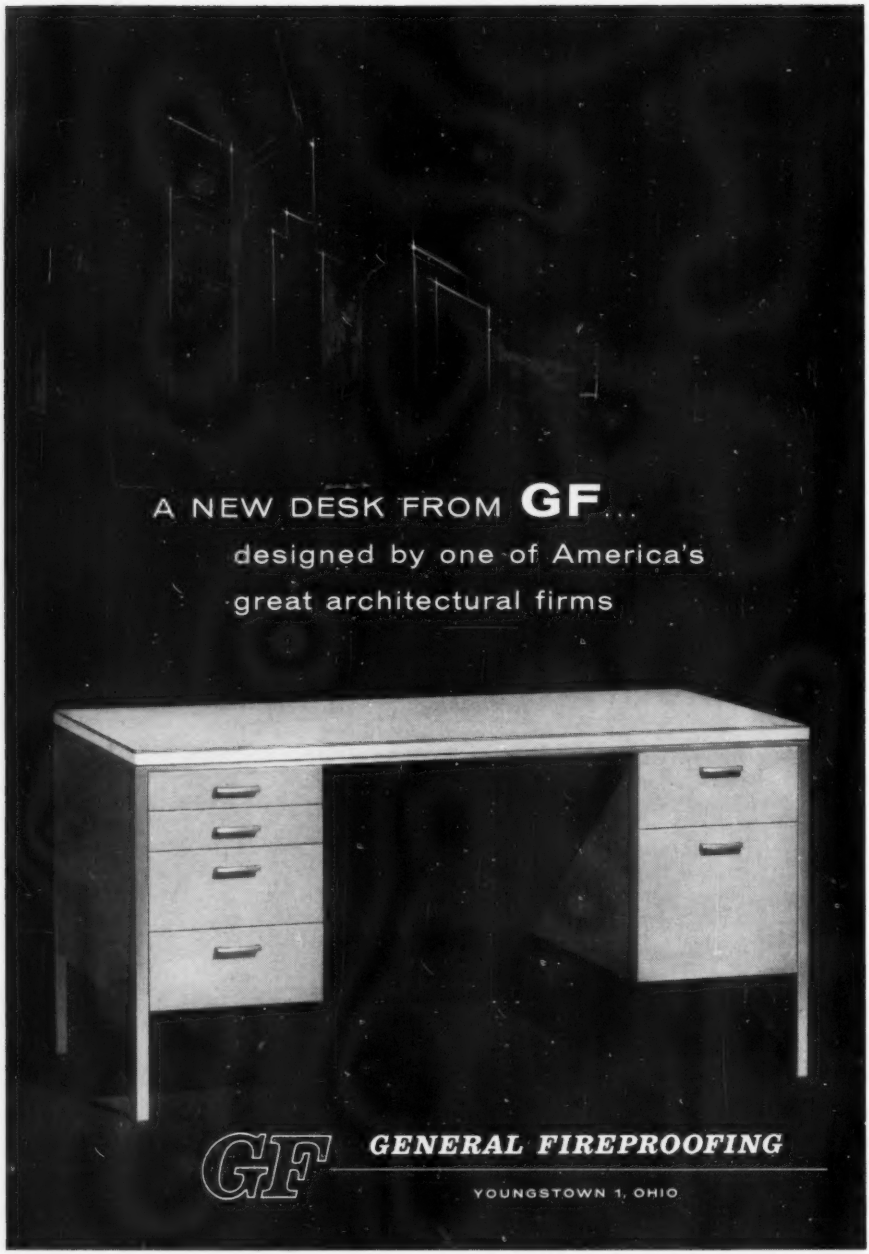

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The Office
Magazine of Management · Equipment · Methods

DECEMBER, 1959
VOL. 50, NO. 6

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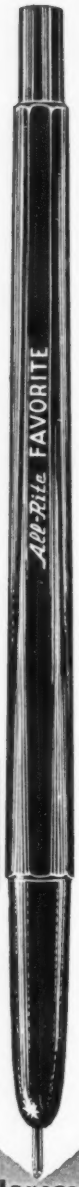

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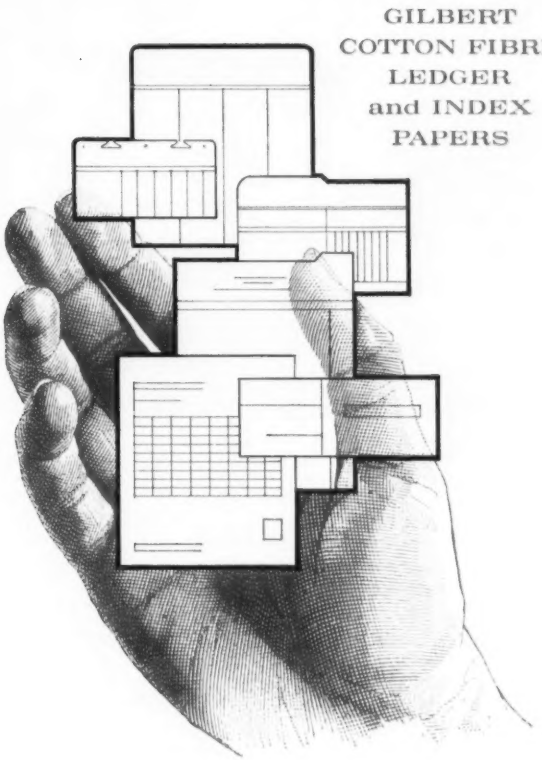

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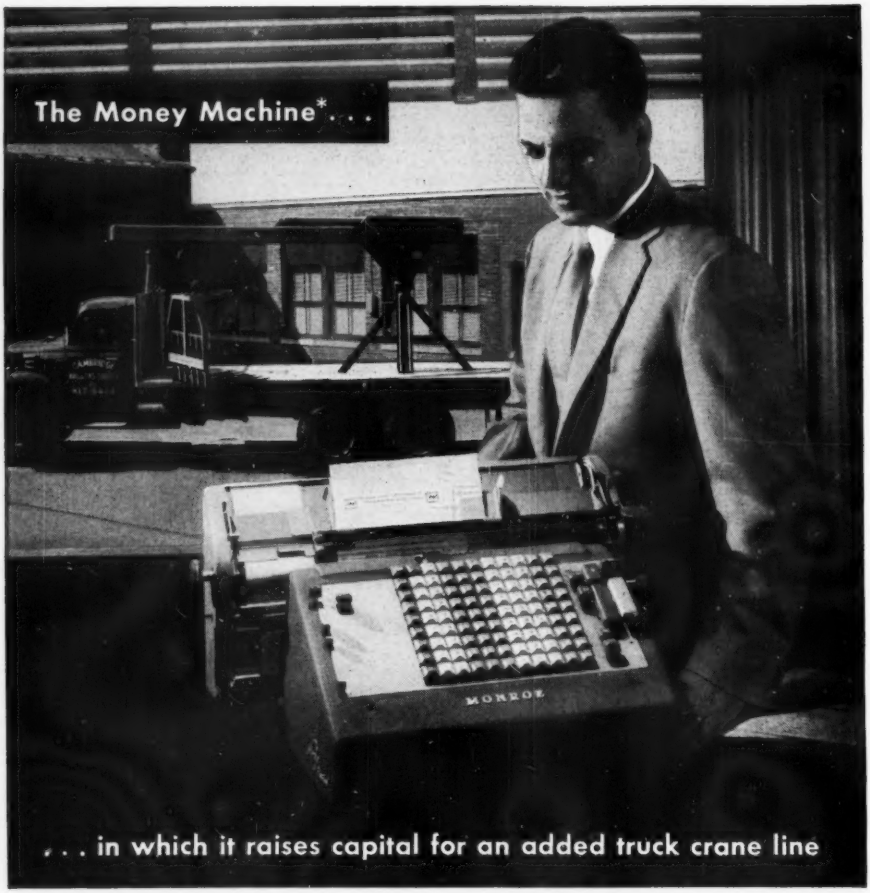

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The Personnel Problems Of Office Automation

DR. ALBERT S. FRANCES
Staff Sociologist, Dunlap & Associates, Stamford, Conn.

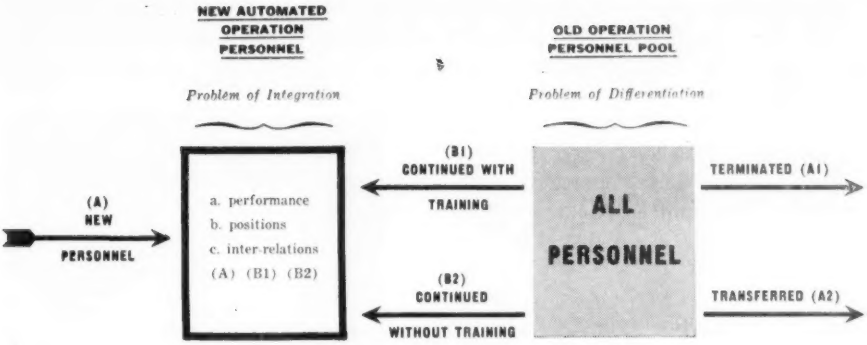
AUTOMATING AN OFFICE entails a definition of new personnel needs. This is equivalent to saying that a new series of jobs will be opened up by automation. Some of these will be determined by the operation and maintenance requirements of automatic equipment, *i.e.*, operative jobs. Others respond to the need for adjusting automatic systems to the overall office operation, *i.e.*, control jobs. These differ from operational jobs in that their holders do not work directly with automatic equipment, but receive, check, abstract and transmit data supplied by the machines to other parts of the organization.

Both types of jobs should be planned for well in advance by the personnel department after the requirements of the job have been ascertained. The new job descriptions should contain (1) preliminary qualifications determining eligibility for the position, or *recruitment determinants;* (2) specific rights and duties pertaining to the position (title, salary, status, responsibility, etc.), or *performance determinants;* (3) prospects of continuity and advancement in the company, or *career determinants.* In short, recruitment determinants establish eligibility for the job; performance determinants describe the position; career determinants state how much security and future the prospective employee can expect.

Definition of personnel needs is a part of the overall plan covering the automatic systems to be installed. It can conveniently be thought of as an aggregate of empty cells that must be filled with the names of jobholders.

Now take the old operations plan that the automatic systems will supersede. From the standpoint of personnel, this also consists of various job specifications in terms of recruitment, performance and career determinants, except that this time the cells are not empty: there is the name of a jobholder in each of them. The model* outlined below reduces the problem to a matter of finding ways to fill the empty cells (in line with the new job requirements) and emptying the filled cells (the jobs to be displaced). This operation is

*This model of conversion is adapted from a a theoretical formulation by Dr. Jiri Nehnevajsa, Dept. of Sociology, Columbia University, New York.



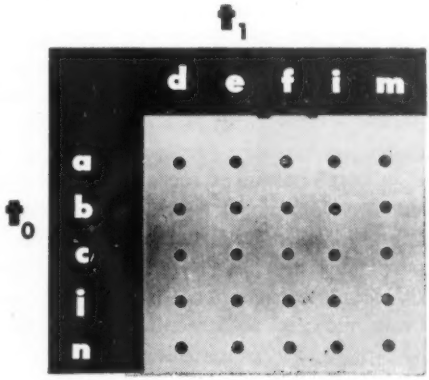
generally known as "personnel reorganization," but it is convenient to realize that it is a *conversion operation.*

The conversion in question permits of two extremes: (A) hire new personnel for the new jobs; (B) adapt old personnel. (A) poses two alternatives: (A1) terminate the old personnel; (A2) transfer them to other duties. (B) allows two solutions: (B1) train old personnel in automatic systems and continue them in it; (B2) continue them in it without training. Thus the conversion operation can be represented by the diagram at the top of this page.

From the above it is clear that all personnel connected with the old operation must be categorized in four distinct groups: A1, A2, B1, B2. This is phase I of the operation, or the *differentiation phase.* Subsequently the personnel allocated to the new automated operation must be integrated to (a) the new performance requirements; (b) their new positions; (c) their new inter-relations (involving *both* formal relations within the chain of command, and informal relations resulting from mutual comparison of salaries, status, promotion prospects, etc.). This is phase II, or the *integration phase.*

It is expected that most personnel problems ensuing from automation may be covered by this model. Moreover, it is believed that most personnel problems are consequences of a *faulty* conversion operation.

Imagine the old operation had afforded n number of jobs. The new automated operation requires m number of jobs. The old jobs are a,b,c, . . . j . . . n and represented as the components of column vector t_0. The new jobs are d,e,f, . . . i . . . m and represented as the components of row vector t_1. Combining the two vectors we obtain a matrix as follows:



So far the cells of the matrix are empty. It is necessary to fill them to determine group A (those who will be either terminated or transferred) and group B (those who will continue). Since each of the jobs in vector t_0 (relating to the old operation) is occupied by an employee, it can be determined if any of these employees satisfies the requirements of any one of the vacant jobs of vector t_1 (relating to the new automated operation). If so, we write 1 (one), if not 0 (zero). The result will look something like this:

t_0 \ t_1	d	e	f	i	m
a	0	0	1	0	0
b	1	0	0	0	0
c	0	0	0	0	0
j	0	0	1	1	0
n	0	0	0	0	1

Hence the occupant of old job *a* is convertible to automated job *f*, *b* to *d*, etc. But *c* is not convertible to one of the new jobs, though *j* is convertible to both *f* and *i*, and *n* is convertible to *m*.

How do you determine whether a person is convertible or not? Remember that a job has been previously described as a combination of recruitment determinants (*r*); performance determinants (*p*); and career determinants (*q*). Comparing the old job (t_0) to the new job (t_1), the determinants of the old job can be represented as the column vector t_0 (r_0, p_0, q_0,). Combine it with the row vector of the new automated job t_1 (r_1, p_1, q_1) and the result is as follows:

t_0 \ t_1	r_1	p_1	q_1
r_0	•	•	•
p_0	•	•	•
q_0	•	•	•

This matrix can be filled by comparison of the similarities and dissimilarities between the old job determinants and the new, placing a 1 whenever similarities are present, and 0 where otherwise is the case.

For the purpose of the individual and objective matrix, *r* covers the sum total of the employee's skill and experience prior to being hired; *p* his performance on the job; *q* what he expected from the job.

To the extent that an employee's past history affords clues to his character and preferences, differences between r_0 and r_1 will be significant. It is obvious that where there are wide differences between what a person was actually trained for and later did and what the job description calls for, it may be assumed that the employee *might* not be satisfied nor useful in the new job.

Comparison between p_0 and p_1 refers primarily to technical ability and skill. While *small* differences may be obviated by training, large ones may indicate that it is immaterial whether the employee

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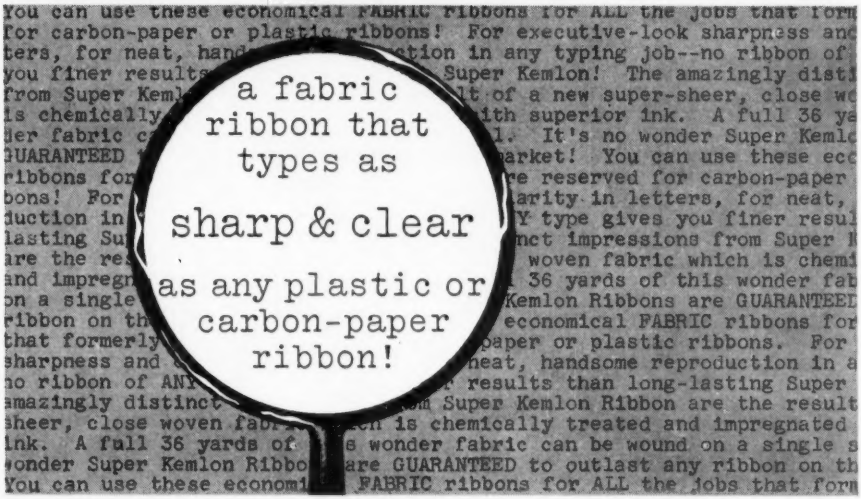

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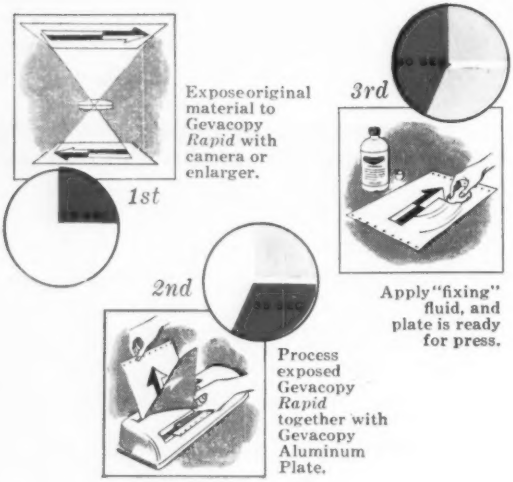

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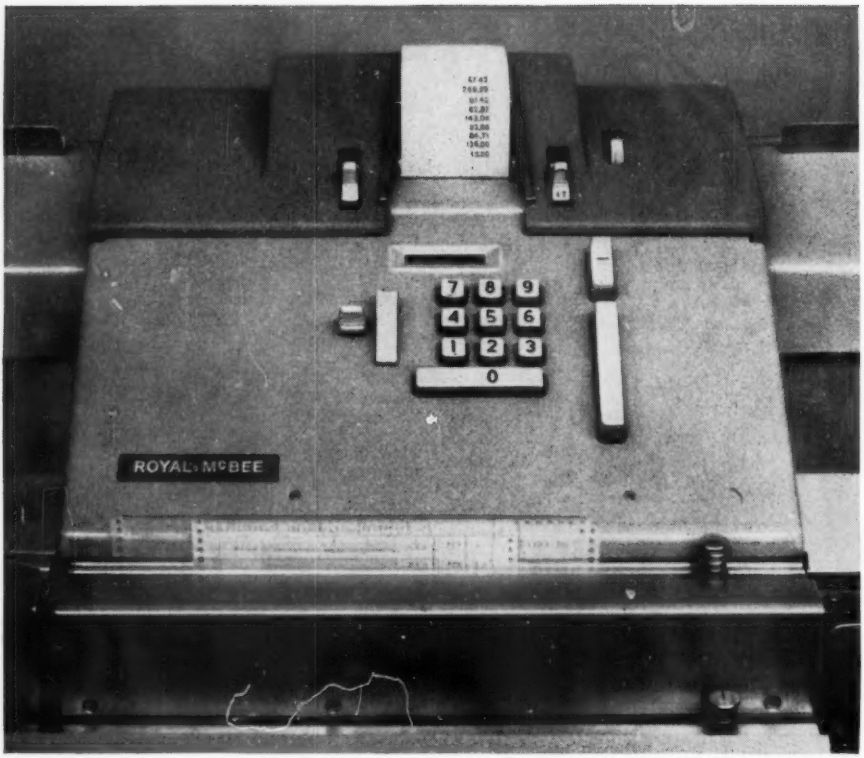

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NEW CONCEPTS IN PRACTICAL OFFICE AUTOMATION

For More Information Circle No. 279

be trained for the particular automated job or trained for *any* new job that happens to be available. Hence it might be advisable, in certain circumstances, to train the employee anew in some entirely fresh field.

Finally, when comparing q_0 to q_1 it is necessary to take into consideration the expectations of the employee concerned. If the new job offers fewer prospects, the employee may become demoralized. Therefore, as a general rule, when there are significant differences between q_0 and q_1, and when they are such that they may be construed as disfavorable to the converted employee, it is advisable to transfer him to an entirely new field. Conversely, the best adjustment is often obtained when differences do exist between q_0 and q_1, and these are estimated as favorable to the employee.

It should be understood that the foregoing represents a most elementary example of personnel conversion, but that the model is adaptable to the most complicated hypothesis. The advantages of a systematic procedure for determining the basis for personnel conversion are as follows:

1. It avoids policy fluctuation between clemency and harshness. In many instances management may feel it is doing a *favor* to any one employee by letting him (or her) stay on in the same department where his skills are obsolescent. This is a mistake because his position will be undermined by the changes in introducing an automatic system, and he will become demoralized. If the employee is sufficiently valuable, he should be transferred to another department where he can be trained

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anew. If the employee is in a relatively unskilled category, and is comparatively young, it is better to have him reconsider his future career in the light of the more advanced skills and techniques that will be demanded of him. Frequently an employee whose job has been continued through clemency will later be driven from the company through frustration, so it would have been kinder to be harsh.

2. It determines for management the exact number of employees that must be transferred or terminated. Thus programs can be established to help terminated personnel find new positions or, if they are to continue in the company, to fit them for new jobs.

3. It reduces the phenomenon known as "low morale" as a consequence of automation. Low morale in this case damages both employee and employer alike, spreading insidiously to other employees, complicating departmental adaptation to automation and causing harm to the individual employee who sooner or later will be forced to look for a new job under the least propitious circumstances. This last is especially disastrous because the employee suffers from a feeling of inadequacy brought about by what he will consider as *his* personal failure faced by automation.

It seems unlikely that the trend toward automating functions that were previously performed by employees will be arrested; rather the contrary. This faces the individual employee with the responsibility to face up to the need for conversion, and management with the responsibility to plan a systematic procedure for handling such conversion.

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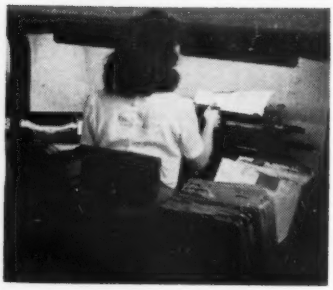

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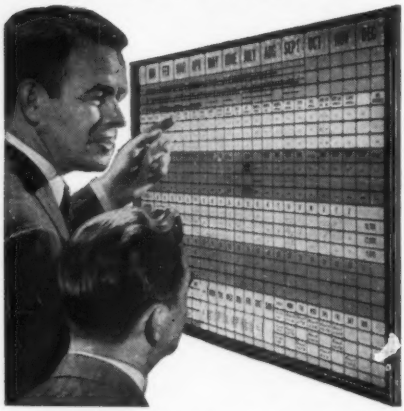

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Automation and the Skilled Office Worker

AUTOMATION and redundancy of personnel have long been the concern of sociologists, industrial psychologists and human engineers. Now the problem is of practical as well as theoretical concern to management. Until recently most skilled and semiskilled office workers were relatively unconcerned about the possibility of technological displacement. Science writers and automation experts got together at symposiums and panel discussions and assured each other that automation was the greatest boon since the steam engine. Not only would it enable business to serve the public more efficiently—with tangible advantages to both—it would, the experts asserted, "take away the drudgery of jobs and make workers external to production activity so they will be its master." That at least one major management/labor complex has some reservation about this pat assurance is demonstrated by the current troubles in the steel industry. Whether or not automation finally leads to a utopia on earth is, at this stage, purely academic. Of practical concern are the problems of employee morale.

For instance, Marilyn D. Lamsey of Chicago points up a typical case of automation adversely affecting the working morale of senior and skilled accounting personnel in her company. In a letter to THE OFFICE Miss Lamsey writes:

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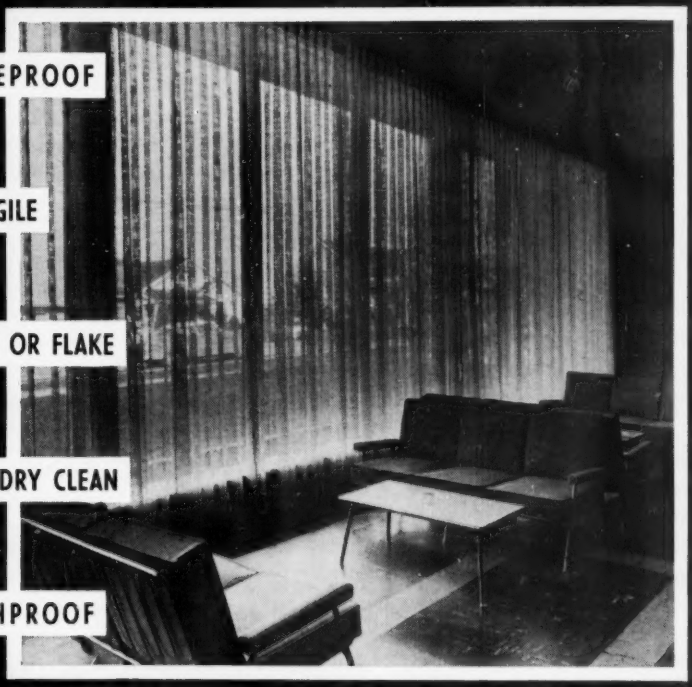

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some college or business school training in accounting, who no longer have opportunity to use their experience and knowledge because the company financial reports are now prepared and printed on an electronic computer operated by tabulating personnel. These people all have considerable service in the company, averaging 12 to 15 years, and would like to remain in the organization because of pleasant working associations and the team spirit that has existed among them as well as satisfactory salaries. However, morale is low, since their part in closing the books monthly is now largely a matter of filing tabulated statements in the proper binders . . . .

Miss Lamsey asks, "How should management handle situations of this sort?" Careful perusal of the literature of automation over the years provides scant answer. Where the problem is tackled at all and concrete suggestions made, the author is generally concerned with the overall automation/employment picture, not specific situations involving specialized personnel. Many sociologists mask their dearth of practical recommendations in the jargon of their profession, seeming at times to imply that, if management pretends automation is not a problem, it may go away—or sort itself out. The answer, as suggested by the "experts," would appear to be this: automation is not supposed to create unemployment; it is supposed to relieve workers of dull repetitious tasks so that they are available for more stimulating employment.

This sort of answer being of dubious utility, Miss Lamsey's question was submitted to a company that has spent millions of dollars, not only in developing automatic equipment, but also in figuring some of the human issues involved. International Business Machines Corp. pondered the question and replied as follows:

There is no glib answer to . . . Miss Lamsey . . . concerning the impact of automation on her job. Automation is supposed to free people of many dreary repetitive tasks and make them available for more stimulating work. This, of course, does not give comfort to the person who would rather have routine work than no work at all . . . .

Here, of course, IBM entirely misses the point. Miss Lamsey's accounting friends did *not* want routine work. That their skilled function in the company was directly threatened by the installation of EDP is precisely the point. Doubtless the personnel department could have assigned them to some routine work outside the accounting department, but the type of person who would have accepted such a solution is not the type Miss Lamsey is concerned about. What happens when EDP equipment threatens to displace *skilled* personnel with seniority who wish to remain on in the company? IBM has nothing to say on this score.

The letter does suggest that the answer may lie in the opportunities that employees are afforded for further education, thereby again missing the point since Miss Lamsey's people *do* possess the education for the job and this is essentially the trouble. To tell a skilled accountant who loses out to a computer that he now should study electronics, smacks too much of begging the question. IBM closes by stating:

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source, this general answer may be a source of collective comfort to the general office worker. But it still leaves open the question of specific ADP installation and its effect on such groups as Miss Lamsey's.

That this problem is at last receiving some official recognition is evident from the recent hearing in Washington on the present and future use of EDP equipment in the federal government. Commenting before the investigating subcommittee last June, Congressman John Lesinski (Mich.) said:

> It is my understanding that office automation . . . does not pose the same threat that factory automation does. However, we need to be ever mindful that to the fullest extent possible employees, both in the factory and in the office, be protected from the impact of automation. It is possible that the use of electronic equipment in government may some day pose a threat to employee job security. One of the matters that we will want . . . to discuss is just what is being done by government departments and agencies to meet this problem.

This is the crux of the problem. Across the nation skilled office employees are beginning to wonder just how big a threat office automation is to their job security. Giant companies do not know. What do you believe? We'd like to hear from you.

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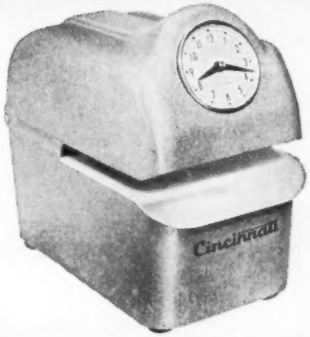

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- ☐ Copease Photocopiers
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- ☐ Copease Copilith Offset Presses

DEPT. O-12

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COPEASE ANNOUNCES

THE NEW COPILITH OFFSET PRESS...

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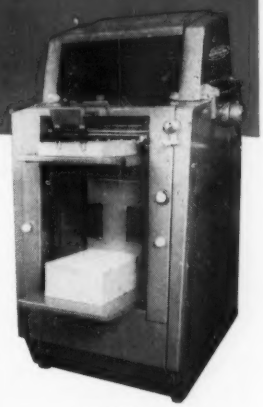

STANDARD

covering the entire range of small offset printing and duplicating requirements. Four models available designed and built expressly for Copease by Rotaprint . . . the originators (since 1927) of small offset presses for the office. All of these machines embody new ideas in: • Integrated Dampening (no water rollers) • Simplicity of Operation • Flexibility in Master Selection • Quietness in Use • Floor Space Requirements • Form Rollers for Uniform Inking • Registration • Styling • Trouble Free Maintenance

THE COPEASE-BANDA SPIRIT DUPLICATORS

Copease Banda SPIRIT DUPLICATOR

DUPLEX

Twenty-five models designed specifically for all systems and production duplicating requirements. Includes Automatic Line Selection Machines. These Models include the following exclusive Copease—Banda features: • Automatic Master Positioning Guide • Single Lever Master Lock—Start & Stop • Automatic Non-Flood fluid control • Ream Feed—Ream Delivery • Preset Counter (stop machine at quantity set) • Selective Front or Rear Delivery • Automatic Line Selection • Dual Feeding (two 8½ x 11″ sheets on 17″ machines)

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AND DUPLICATES

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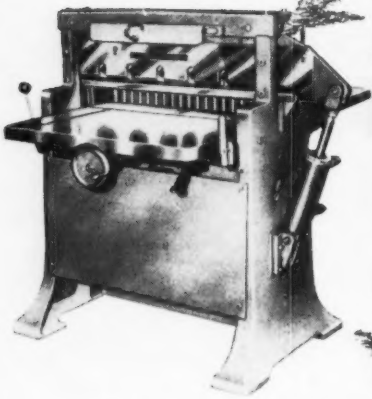
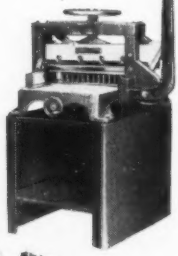
For More Information Circle No. 331



MAKE SURE YOUR DUPLICATOR OPERATION IS COMPLETE!

Here are two important production aids that will enable your duplicator operation to turn out *more work* in *less time* at *less cost.*



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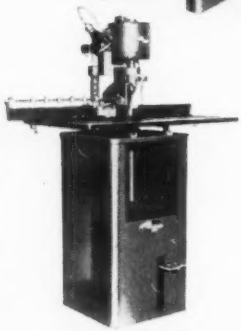
Available in a wide range of sizes and types used by duplicator operations . . . lever and power types . . . 19 inches cutting width and larger. Save the time and expense of having cutting work done outside.



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Handle your own fast drilling of loose leaf forms; also all your cornering and slitting or slotting work. Drill holes in a 2-inch lift of paper in seconds. Available in a wide range of models.

Write for free descriptive booklets and names of local dealers or see your Challenge Printing Equipment Dealer.

The CHALLENGE MACHINERY CO.
GRAND HAVEN, MICHIGAN

Challenge®

CH-111

For More Information Circle No. 263

NEW Books

OFFICE AUTOMATION AND WHITE COLLAR EMPLOYMENT by Georgina M. Smith. Institute of Management & Labor Relations, Rutgers University, New Brunswick, N. J., 26 pp., 50c.

Discusses some of the changes brought by automation as they bear on conditions of employment of office workers. Author gets down to cases and questions of importance to all concerned with the labor-management relationship.

20,000 WORDS compiled by Louis A. Leslie. Gregg Div., McGraw-Hill Book Co., 330 West 42nd St., New York 36, 250 pp., $1.48.

A handy little book which provides the spelling and syllabification of words that are sometimes difficult to spell. It's easier to check the spelling in a book like this than to use a dictionary. This fourth edition also contains simplified punctuation rules and a list of homonyms.

BUSINESS EXPERIENCE WITH ELECTRONIC COMPUTERS. Controllers Institute Research Foundation, 2 Park Ave., New York 16, 191 pp., $5.

Based on a survey of 17 leading companies that have had experience with EDP, this study shows how expectations have been modified and results evaluated since the days when automation was counted on to cut clerical expenses to the bone and relieve management of much decision making.

THE PROS AND CONS OF EQUIPMENT LEASING FOR SMALLER MANUFACTURERS, DEPARTMENT STORES AND SUPERMARKETS. Foundation for Management Research, 121 West Adams St., Chicago 3, 20 pp., Free.

Includes tables and charts analyzing comparative costs of leasing, outright cash purchase and purchase by conditional sales contract. Details specific situations where it is better to lease equipment and situations where it is disadvantageous.

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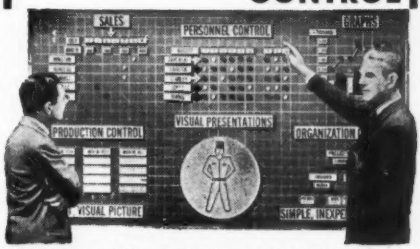
1461 Franklin Ave., Garden City, New York

For More Information Circle No. 355

VISUAL MAGNETIC CONTROL



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Simplest Control for Sales • Production Charts • Personnel Maintenance • Scheduling Machine Loading Visual Presentations

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COLORFUL MAGNETS ORGANIZE FOR ACTION SHOW FACTS INSTANTLY GET THE JOB DONE

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For More Information Circle No. 354

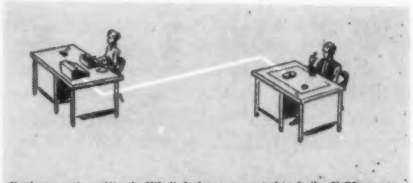
recording studio clarity

MAKES POSSIBLE WORLD'S MOST EFFICIENT, VERSATILE, REMOTE OR NETWORK DICTATION SYSTEMS

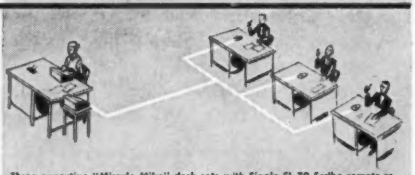
BUSY MEN USE *Scribe*

(1) Exclusive Miracle Mike controls all operations of the machine. (2) SCRIBE PAK Preloaded tape magazine snaps on—no irksome threading, no need ever to touch the tape. (3) Play back recording through Miracle Mike. Combination single and double earset supplied for transcribing.

DEALERS—WRITE FOR PROTECTED TERRITORY INFORMATION.



Single executive "Miracle Mike" desk set connected to Scribe SI-70 remote recorder transcriber. Machine permanently at secretary's desk. "Miracle Mike" controls all functions of remote dictation.



Three executive "Miracle Mike" desk sets with Single SI-70 Scribe remote recorder and SI-60 transcriber. Allows secretary to transfer SCRIBE-PAK tape magazine to transcriber freeing central machine for dictation while previous material is being transcribed.

Six executive "Miracle Mike" desk sets connected to 2 Scribe SI-70 remote recorder-transcribers. When either machine is in use (indicated by light on executive station) selector switch on desk set permits other dictators to select idle machine. Separate transcriber need depends on work load requirement.

WRITE FOR FULL DETAILS TODAY

SCRIBE DISTRIBUTORS CO. DEPT. O-12
6949 W. North Ave., Oak Park (Chicago), Ill.
Please send me complete information about the new SCRIBE dictation systems.

Name _____

Company _____

Address _____

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The above are representative remote installations. Any combination of the various Scribe remote dictation systems can be devised to suit your needs.

NO OTHER DICTATION SYSTEM RECORDS WITH THE CLARITY OF SCRIBE! SCRIBE SI-70 remote is the most versatile and efficient equipment available for any kind of remote or network system. Scribe records your dictation on reusable, high fidelity Mylar magnetic tape—preloaded in 30 or 60 minute tape magazines. Every syllable is recorded crystal clear. With magnetic tape you just dictate over errors as you go. All operations are controlled by fingertip touch at the exclusive "Miracle Mike." Rugged, commercial-size Scribe remote dictation systems are versatile —ideal for switchboards, intercom systems, or any recording needs. See your Scribe dealer for the system best for your requirements.

A PRODUCT OF SCRIBE INTERNATIONALE, A DIVISION OF GENERAL SINTERING CORPORATION—Franklin Park, Illinois.

For More Information Circle No. 284

Can you trust your mailing scale?

Ever realize that your mail scale sometimes can't be trusted? Fact! If it overweighs on as few as 8 letters a day, you could lose nearly $100 a year. And if it underweighs, the mail you send out arrives "Postage Due"— the recipients pay your postage for you. This hurts your company reputation and creates customer ill will.

Get rid of your old, tired, inaccurate scale, and get a new Pitney-Bowes mailing scale!

A PB scale is precision built, with an automatic pendulum mechanism that stays accurate. It registers quickly, and exactly. The hairline indicator and large chart markings leave no doubt. Big figures are easy to read. Mailing is faster and easier. You save postage, and avoid mistakes.

Ask the nearest Pitney-Bowes office to show you any of the seven PB scale models — including the parcel post scale with 70 lb. capacity. Or send coupon for free illustrated booklet.

FREE: *Handy desk or wall chart of postal rates, with parcel post map and zone finder.*

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Mailing Scales

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3479 Walnut St., Stamford, Conn.
Originator of the postage meter . . . offices in 122 cities in U. S. and Canada.

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Send free booklet ☐ *rate chart* ☐

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Address _____

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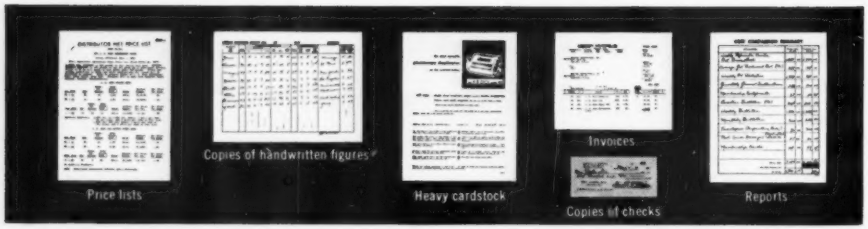
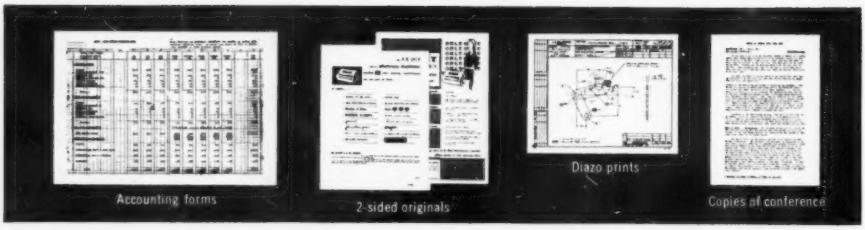
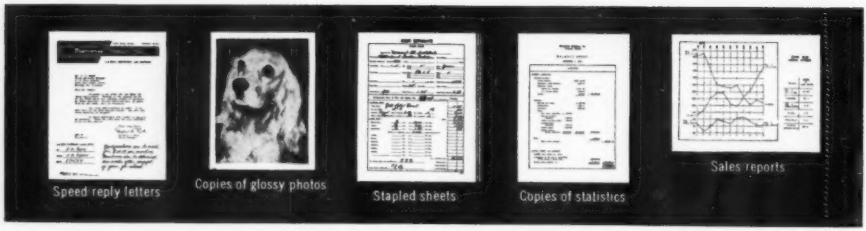
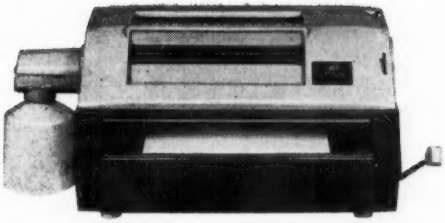


THE NEW A.B. DICK PHOTOCOPIER MODEL 110

Copies anything...







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No brown, muddy, flimsy copies here . . . copies are sharp jet-black on bone white or on any one of 5 eye-ease colors (ideally suited to color-keyed systems work). Makes copies of anything printed, typed, duplicated, written, drawn or photographed . . . from opaque, two-sided or transparent paper (white or colored), heavy cardboard or pages in books or magazines. And copies are permanent, not affected by heat, humidity and light . . . photo-exact, often better than the original.

And now with the new, exclusive A. B. Dick multi-copy process, you make several copies faster than ever before. This new process gives your photocopier greater versatility, flexibility and cuts copy time substantially on repetitive jobs.

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For More Information Circle No. 351

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Read through, and write over!

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SCOTCH BRAND

No. 810 Magic Mending Tape

For permanent paper mending

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NEW FACIT T-1

Never before has a typewriter combined such modern elegance of design and precision operation. It's Facit's new T-1, sister-machine to Facit's world-famous line of calculators. And it brings you these important Facit features: ease of use, speed, durability, magnificent Swedish steel construction. T-1's touch is "supple" . . . it writes easily and efficiently . . . there are *two* tabulating systems* for remarkably quicker work . . . and its attractive new color, Viking Grey, adds a decorative look to every office. **Dual Tabulating System—There's an extra Tabulator, easily operated by one lever, with up to 20 fixed pre-set stops to meet your many routine office tasks.*

Tomorrow's

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See your classified Phone Book or write for the facts about the precision-built FACIT PRODUCTS for every office use—both manual and electric.

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SOLD AND SERVICED IN 102 COUNTRIES

For More Information Circle No. 343

←For More Information Circle No. 259

Got A Problem

PLUS Diehl's High Speed Triplex AUTOMATIC Calculator
Solves it Best with . . .

- *Double Transfers and Memory Storage*
- *Automatic Short-Cut + or — Multiplication*
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- *Addition or Subtraction with or without*
- *Automatic key-board clearance.*

Product of Diehl Rechenmaschinenfabrik • Nurnberg

Model DSR

The *only* calculator with *direct* transfers between storage register, product register and keyboard for faster, more accurate calculating!

Six Models For Your Exact Needs Inexpensive to Own and to Maintain

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Sole United States Distributor: PLUS DIEHL Calculator Division

CONTROL SYSTEMS, INC.

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DEALERSHIPS AVAILABLE—Write today for full details of the PLUS DIEHL dealership plan. It offers a complete new field for calculator sales.

For More Information Circle No. 261

the NEW Thomas "Desk-Top" Collator

Now for the first time a completely electric collator that is priced within the reach of every office . . . actually *half the price* of anything on the market. Yet, this new Thomas has the capacity to handle 8½ x 11 sheets of most tissue, onionskin, one-time carbon, bond, mimeo and even ⅛" cardboard. It's portable, light weight and extremely simple to operate. A flip of the switch and the tiresome time-consuming task of gathering pages into sets becomes an efficient, effortless job . . . *that's almost fun!*

Mail coupon . . . or ask your own stationer or office equipment dealer to make arrangements for a free demonstration.

THOMAS COLLATORS INC.

Thomas Collators Inc.
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☐ Sounds good . . . send literature!
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ADDRESS _____

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For More Information Circle No. 260

HE'S DEMONSTRATING

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THE NEW ALL-PURPOSE CARBON PAPER

One weight, one finish! Plastisol handles almost every typing requirement with every typewriter.
Outperforms them all! Plastisol delivers clean, permanent copies with the uniformity you've always wanted.
See it in action! Plastisol carbon paper will be demonstrated without obligation in your office. Write or phone for an authorized Columbia representative to call.

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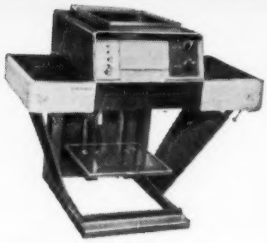
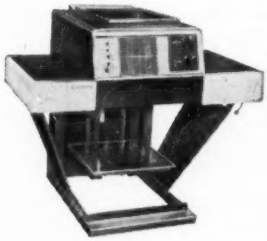
COLUMBIA RIBBON & CARBON PACIFIC, INC., DUARTE, CALIFORNIA
For More Information Circle No. 311

NEW KENRO "VERTICAL 14" *Companion*



KENRO "VERTICAL 24" shoots up to 18" x 24". . . the four-up camera



KENRO "VERTICAL 18" shoots up to 14" x 18" . . . the two-up camera

For More Information Circle No. 308

Designed for New Matrix Transfer and Xerographic Systems

The new Kenro "Vertical 14" Companion is the first true office-type camera. It goes hand in hand with new paper platemaking and photocopying systems recently introduced. It quickly makes exposures in daylight or darkroom up to 11" x 14". Interchangeable heads are available for all Kenro cameras for making all types of exposures including line and halftone negatives, xerographic exposures, one-shot photocopies and matrix transfer masters.

See your Kenro dealer or write for complete information on all three Kenro cameras and accessories.

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GRAND TOTAL

Mod. 8561
Printing Calculator

EXCEPTIONAL!
NEW!

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Transforms complex calculations into a simple and logical succession of automatic operations

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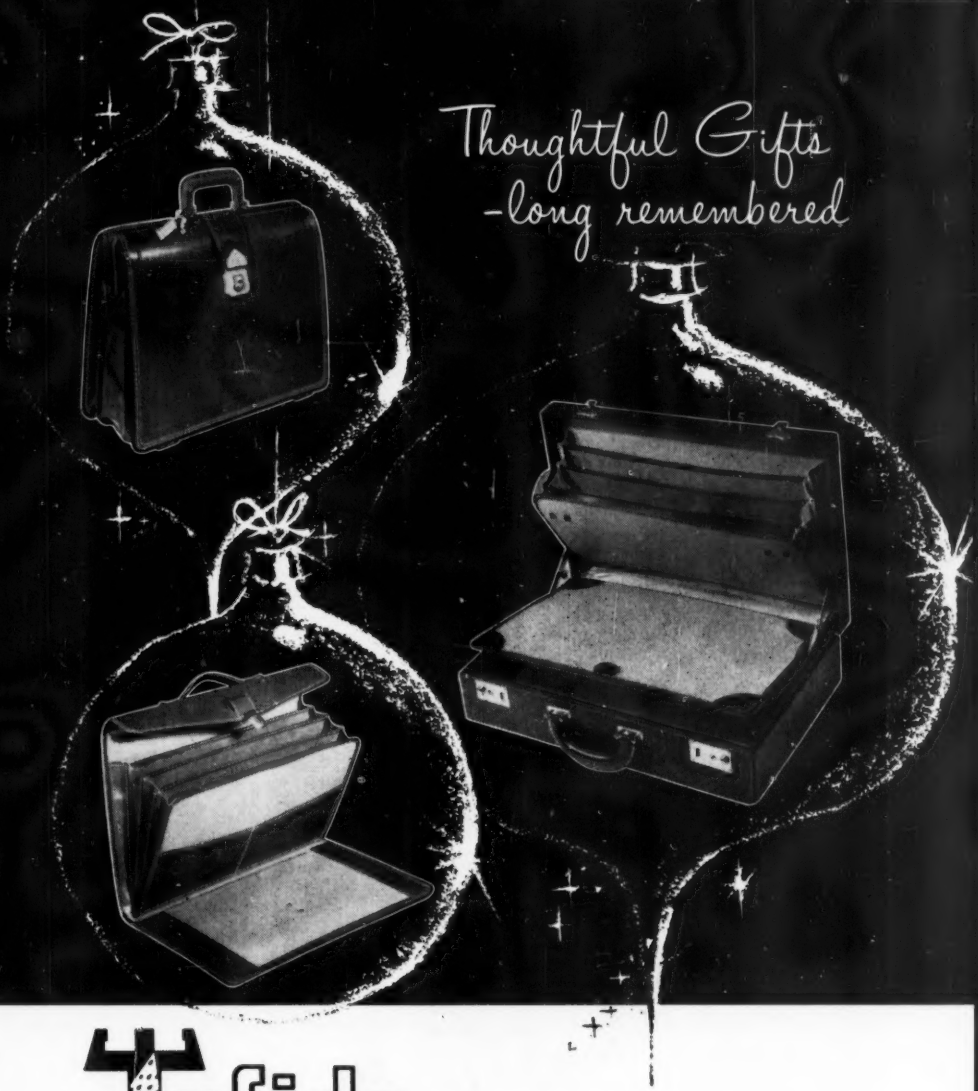
LOS ANGELES, Wholesale Business Machines, 7525 Beverly Blvd.
HOUSTON, Adding Machines Distributing Co., 2223 Caroline St.
DALLAS, Wholesale Office Machines Co., 2000 North Lamar St.

CANADA distributor: Nauta Bros., 3615 Danforth Ave., Toronto.

For More Information Circle No. 310



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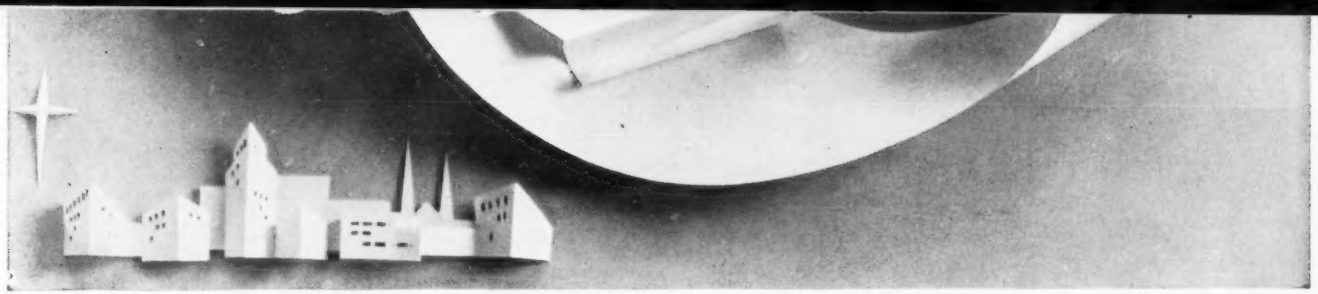
A prized possession of business and professional men. Stebco TUFIDE's famous quality assures them a Case suitable for every occasion. A lasting Gift that will be remembered and appreciated even at Christmas, 1970! Available at Office Supply, Luggage and Department Stores . . . in popular executive colors.

STEIN BROS. MFG. CO. • 1401 W. Jackson Blvd. • Chicago 7, Ill.

Over 40 years of superior quality and experience

For More Information Circle No. 289

Howard predicts a white Christmas...



...and a very white New Year, as well

All Howard papers now offer a degree of bright, bright whiteness that must be seen to be fully admired. Whether it be a mimeograph sheet or a grade of offset, the white is wonderfully white, indeed! And that is true of all the papers in the large lines made by the four divisions of Howard Paper Mills, Inc.,* all of whom are pleased to extend their wishes for a pleasant Christmas and a successful New Year.

P. S. While we're proud of our white, have your printer or paper merchants show you Howard samples in colors, too.

Ask for **Howard**

HOWARD PAPER MILLS, INC.
Dayton, Ohio

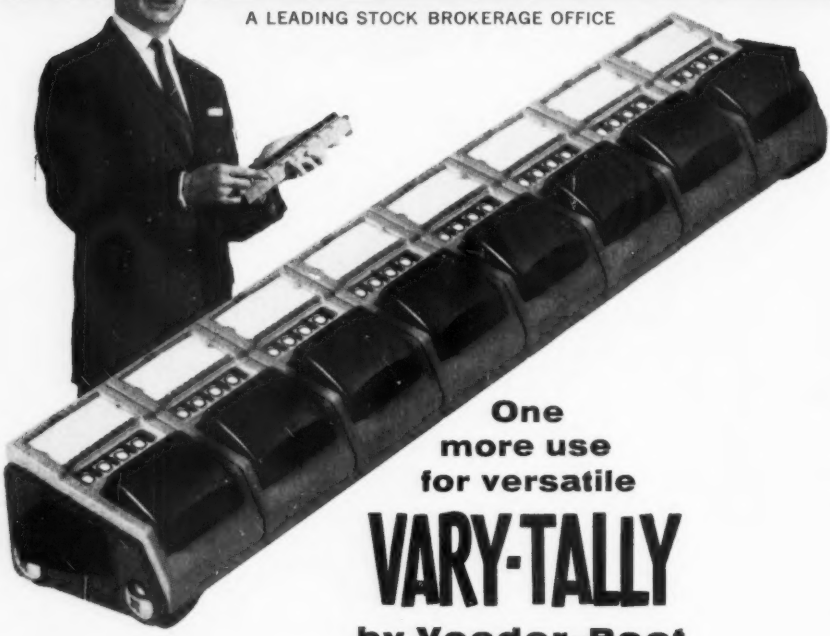
Bonds • Ledgers • Mimeograph • Duplicator • White Print
Process Master Papers • Letterpress and Offset Papers • Envelopes

***FOUR DIVISIONS:** HOWARD PAPER DIVISION, Urbana, Ohio – AETNA PAPER DIVISION, Dayton, Ohio – MAXWELL PAPER DIVISION, Franklin, Ohio – DAYTON ENVELOPE DIVISION, Dayton, Ohio

For More Information Circle No. 272

"We use VARY-TALLY to keep proper count of teletype orders from our branch offices."

A LEADING STOCK BROKERAGE OFFICE



One more use for versatile

VARY-TALLY

by Veeder-Root

Nearly every day a new use for the versatile Vary-Tally is discovered by one business or another. Different industries . . . different businesses . . . different counting problems such as sales or order analysis, inventory control, telephone logging, paper control . . . but all solved by Vary-Tally.

The many questions of what . . . why . . . how much . . . how many . . . where . . . in what condition — they're all answered through the use of Vary-Tally — the multiple unit reset counter that counts everything countable.

You can use a Vary-Tally in your business . . . in your office. We'll be glad to show you how. Write for complete details.

Veeder-Root
HARTFORD 2, CONNECTICUT
'The Name that Counts'

Chicago • New York • Los Angeles • San Francisco • Seattle • St. Louis • Greenville, S. C. • Altoona, Pa. • Montreal

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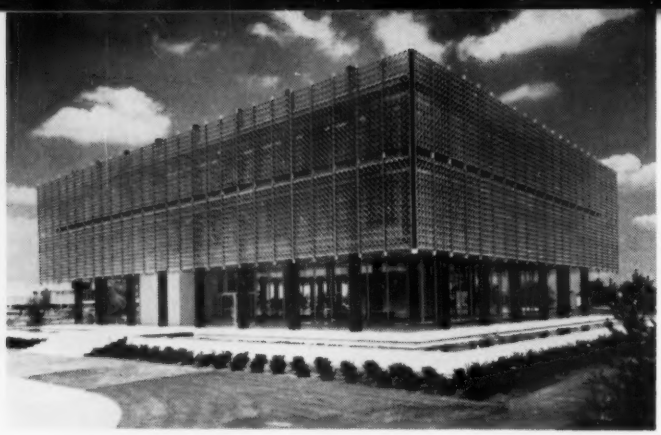
For More Information Circle No. 277

Camera

William H. Wilson, (right), vice president of Addressograph-Multigraph Corp., shows Robert DiGiorgio, executive vice president of the Organizing Committee for the VIII Olympic Winter Games, some of the equipment that will be used to speed results at Squaw Valley, Calif., to the world's news-gathering media. Addressograph-Multigraph Corp. is donating over $50,000 in equipment and operating personnel to the games, Feb. 18 to 28.

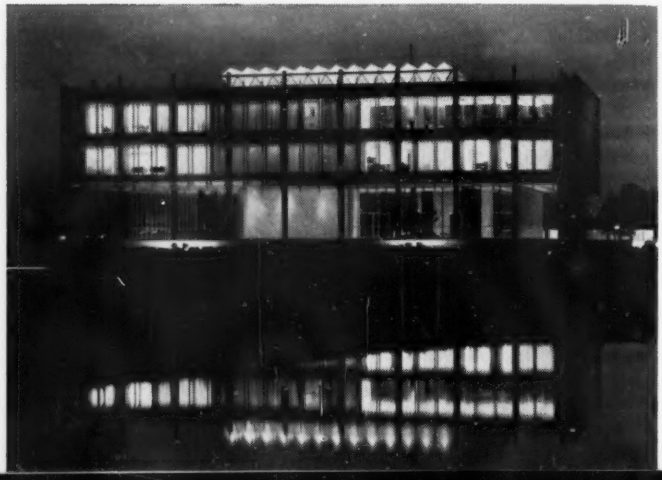
Scene from the 20th Century-Fox release "The Best of Everything" which depicts the lives and loves of various young women in the publishing world in Manhattan. Here is actress Hope Lange (right), who plays one of the young women typists.



The three-story Great Lakes sales office building of Reynolds Metals Co. in Detroit was designed by Minoru Yamasaki and cost about $2 million.

Reynolds Great Lakes Headquarters

Basic colors of the building are the gold, black and silver of the anodized aluminum and the royal purple lobby carpet. The second and third floors are completely carpeted in light tan.



At night the building glistens like a jewel, reflected in the ornamental pool which contains lotus blossoms and water lilies. (See opposite page.)

Offices occupy the entire second and third floors. Black and white are featured with polished aluminum in the construction of the desks.

All secretarial and executive desks were selected from the General Fireproofing Co. and Art Metal Construction Co. lines of aluminum furniture.

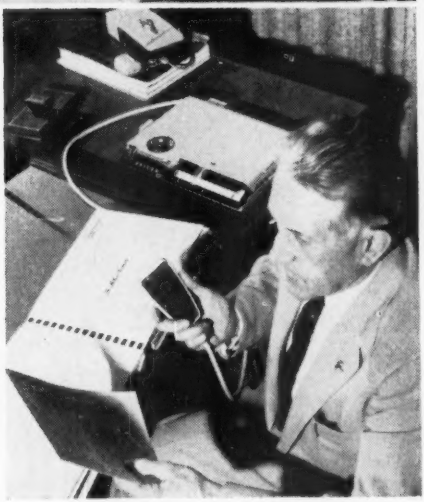
Executive and engineering offices border the perimeter of the building. At present the building accommodates 115 people.

Everyone of the 16 persons in the offices of McCune Co., Miami, Fla., is equipped with an Edison Voicewriter dictating or transcribing machine. McCune Co. are real estate appraisers with clients throughout the country.

Appraisers Like Dictating Machines

The receptionist's office equipment includes files and a transcribing machine. A single short appraisal report averages 35-40 typewritten pages and some reports have been 750 pages. (See opposite page.)

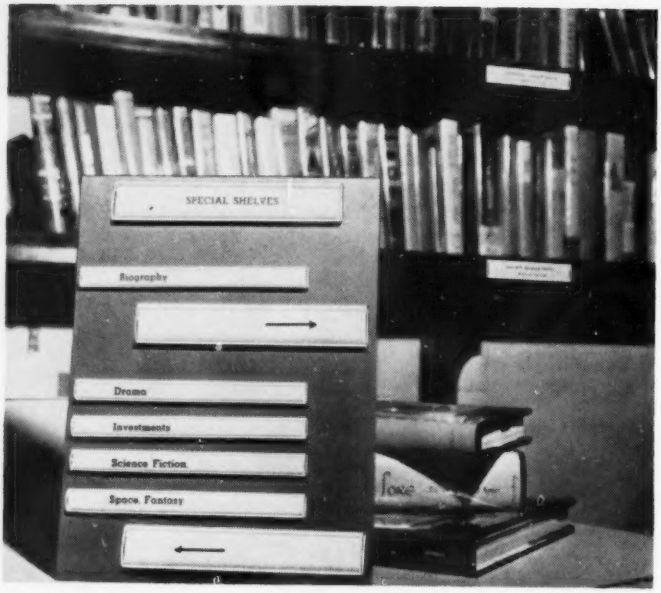
Electric typewriters are also standard equipment for secretaries at McCune Co.



At left, J. R. Wedekind, general manager, uses a Voicewriter to record his impressions at a property site. At right are shown Voicewriter, Midgetape and Televoice units used by McCune Co.

Conference recording is another use for their Voicewriters which are made by McGraw-Edison Co., West Orange, N. J.

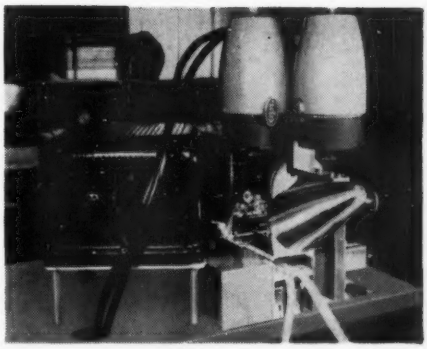
Copies of stockholder ledger cards for processing stock transfer notices are made at the Chase Manhattan Bank in New York on a Thermo-Fax copying machine. Thomas Myers, assistant section supervisor of the stock transfer bookkeeping division, watches Dolores Baiera operate the unit which is made by Minnesota Mining & Mfg. Co.



The Mercantile Library, second oldest library in New York, uses Hol-Dex changeable label holders on shelves containing timely reference materials. The eight-story building occupied by the library was recently redecorated. Hol-Dex is made by Cel-U-Dex Corp., New Windsor, Newburgh, N. Y.

Ticker Tapes Via Closed Circuit TV

Closed circuit television receivers bring American and New York Stock Exchange prices to all areas of the New York offices of Goodbody & Co. One of the receivers is shown above at the left of a Dow Jones News Service display screen. The ticker tape television system was designed by General Precision Laboratory, Inc. of Pleasantville, N. Y., and installed by Cosmopolitan Leasing Corp.
At right is seen the 5-lb. television camera above the two ticker tapes. The stand-by camera can be swung into position immediately if necessary.

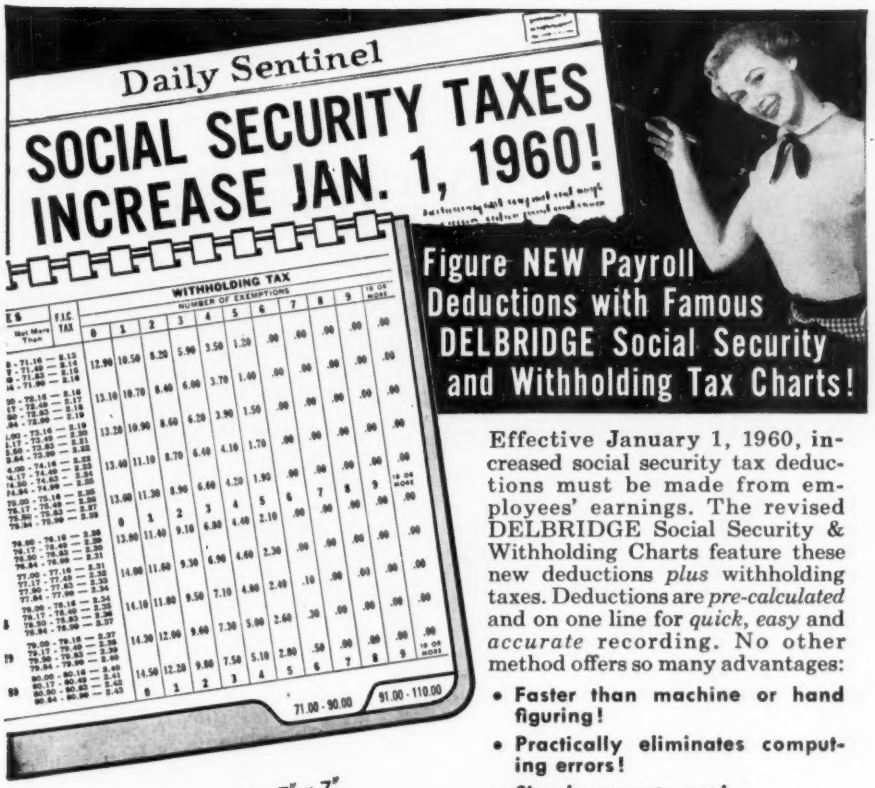


Storage Inventory on a Dictating Machine

A van driver for Hollander Storage & Moving Co., Chicago, carries a Comptometer Coronet transistorized dictating machine as he dictates a description of each piece of furniture to be stored. He places a number on each piece and mentions the number with his description.

Then the furniture is loaded on a truck for the trip to the Hollander storage warehouse.

Driver Carl Fiantago turns in his Coronet dictation belts to Ruth Chesnut for transcription. The customer will receive a copy of the typed inventory. It previously required two men to make a longhand inventory of items accepted for storage.



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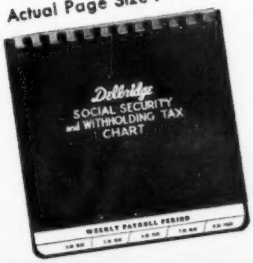

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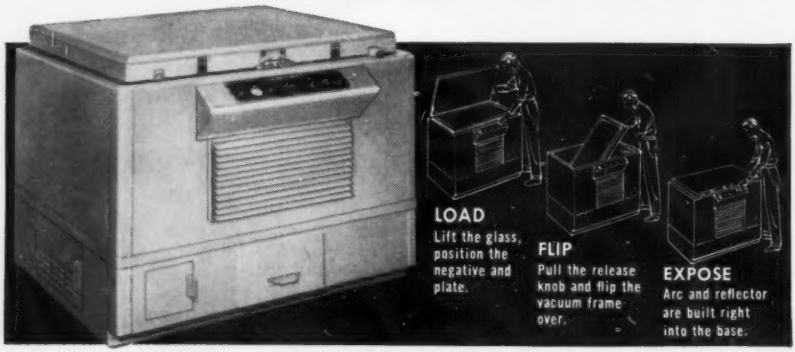

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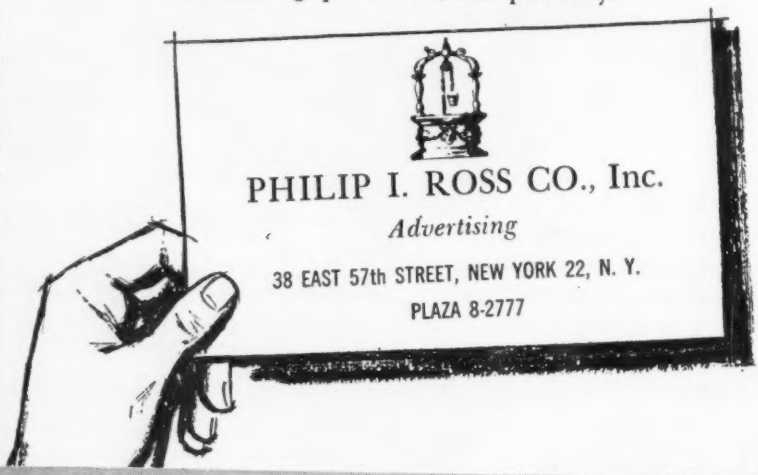

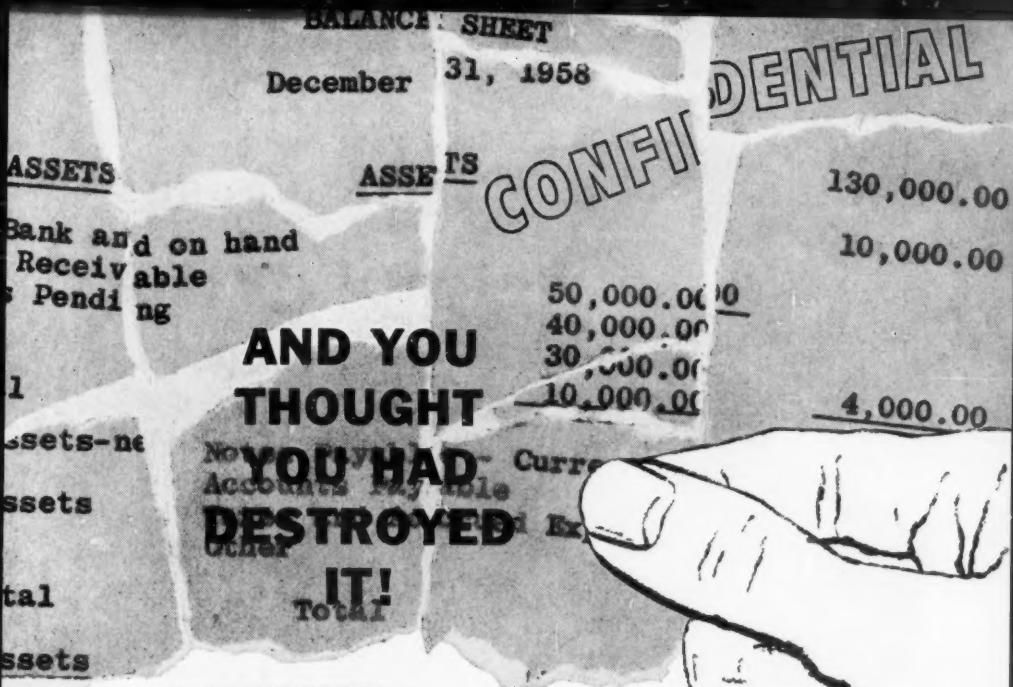

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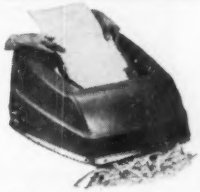

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For More Information Circle No. 307

This Functional Code Controls Engineering Drawings

J. F. CUMMINGS
Records Analyst, Union Carbide Corp., New York

CODING, with relation to engineering drawings, is the translation of words about picture images into some related combination of alphabetic, numeric and geometric designs and designations. It is a method of boiling down a lot of information about a drawing into a short, abstract statement.

There is no one way to code engineering drawings. The conditions of a problem, assuming that the problem can be corrected by coding, determines how the drawings should be coded. If the problem were to develop a manual-visual control system for quickly and economically filing and finding drawing in the field and the office, it would be necessary to determine:

1. The number of drawing types.
2. The limits, presentation consistency and relative value of the information appearing on each drawing type.
3. The manner in which drawings are requested and used.

The data obtained from the investigation would then be evaluated to determine the type of information and symbol representation (words, numbers, and/or alphabetic terms) required to satisfy the conditions of the problem.

This is a very general description of the nature and method of coding. It is offered in the hope of creating an understanding of some of the principles governing coding practices as they apply to engineering drawings. To provide a working knowledge of the subject, it is necessary to depart from the general and present an example of a coding situation.

Assume that an engineering firm, specializing in the building of chemical plants, is having difficulty controlling their tracings and prints. Investigation discloses that the difficulty is the result of poor estimates of drawing requirements, guess-work scheduling of drawings, inadequate and meaningless drawing identification, and a slow, inefficient system for finding filed drawings. The investigation's findings are summarized as "a failure to properly identify, organize, and use the terms that refer to the picture contents of the drawings." The problem is stated as "the development of an identification system that will briefly state the content and relationship of engineering drawings, and have application to

(a) filing and retrieving drawings,
(b) estimating drawing requirements,
(c) scheduling drawings."

After considering all the possible solutions that might resolve the problem, it was decided to concentrate upon the development of a system for functionally coding original drawings with the condition that "the code should briefly state the content and relationship of en-

MAJOR DRAWING TYPES AND THEIR NUMERICAL OR CODE IDENTITIES

Major Type	Numerical or Code Identity
Architectural	1
Concrete	2
Structural	3
Equipment	4
Instrument	5
Electrical	6
Piping	7

ABBREVIATED EXAMPLE OF MINOR DRAWING TYPES AND THEIR NUMERICAL OR CODE IDENTITIES

Major Type	Minor Type	Numerical or Code Identity
Electrical		6 —
	Reference Drawings	— 0
	Lighting	— 1
	Power-Signal Alarm-Switchroom	— 2
	Main Feeder Units Substations, Pits & Ducts, Plant Fire Alarm	— 9 *
Piping		7 —
	Reference Drawings	— 0
	Process Piping — Surface	— 1
	Process Piping — Subsurface	— 2
	Service Piping	— 3
	Heating & Ventilating — Plumbing & Drainage	— 4
	Fire Control	— 5
	General Distribution — Surface	— 8 *
	General Distribution — Subsurface	— 9 *

* General distribution or plant-wide service features (surface and subsurface) are assigned the same minor type code (8 or 9) within each applicable major type.

Fig. 1.

gineering drawings."

On the basis of the above assumed conditions, the foremost requirement in the design of the code system is the development of a means for briefly stating what is covered by an engineering drawing. This is accomplished by establishing and numerically standardizing the identity of the subject matter.

After reviewing the drawings with the firm's personnel, it is decided that, with minor modifications in the firm's drafting practices, all drawings can be divided into seven major types. Each major type then can be divided into a series of minor types. The major types and their related minor types are then assigned standard numerical identi-

XYZ CHEMICALS CO. MOBILE PLANT	FOUR BUILDINGS OR OPEN STRUCTURES	TWO LOADING DOCKS	TWO TANK FARMS
112*	BL - 1	LD - 1	TF - 1
	BL - 2	LD - 2	TF - 2
	BL - 3		
	BL - 4		

* 112 identifies the Mobile Plant. The XYZ Chemicals Co. may also be identified by preceding the plant identity (112) with a double numerical or alphabetical designation.

Fig. 2.

ties (Fig. 1).

This type of code construction not only makes possible the coding of content, but has the added advantage of showing the connection of one drawing to another. In many cases, it tends, during the course of development, to direct attention to problems which drafting groups have either learned to live with or have accepted because of common usage or practice.

The next phase in the code's development concerns the relationship of a drawing or group of drawings to a facility and the location of that facility. This requirement is satisfied by assigning an identifying number to each facility within a given plant, and then to the plant itself. In naming (numerically identifying) the facilities, greater meaning is added to the code by preceding the identifying number, as is done with telephone numbers, with alphabetic symbols that designate the type of facility.

Thus, four buildings or open structures, two loading docks, and two tank farms that are being designed and built by the firm for the XYZ Chemicals Co. in Mobile, are identified or coded as in Fig. 2.

After establishing a means for identifying plants and facilities that rest within plants, the code is structured to PLANT-LOCATION (facilities within plant) and SUBJECT (major and minor draw-

REPORT OF DRAWING REQUIREMENTS AND SCHEDULING

		DRAWING								
		SUBJECT				ESTIMATED				
			Code							
Plant	Location	Major Type	Major	Minor	Minor Type	Number Required	Drafting Time in Manweeks	Start Date	Release Date	Purpose of Release
112	BL-2	Piping	7							
				0	Reference	2	2	7/1/59	7/16/59	Approval
				1	Process) Piping-) Surface)	12	16	7/7/59	9/9/59	"
				2	Process) Piping-) Sub-surf.)	9	13	7/13/59	9/9/59	"

Fig. 3.

ing type). For drawing identification and handling control, the code is located in the lower part of a drawing's title block. Thus, the code for an electrical drawing covering some phase of lighting for Building 2 of the Mobile plant appears in the drawing title block as:

PLANT	LOCATION	SUBJECT
112	BL-2	6-1

To insure exact identity and greater control, the code is supplemented by a sheet number that establishes the identity of a drawing within a minor type. The last drawing within a minor type may be indicated by a numeric, alphabetic or geometric symbol. Thus, the sixth and last electrical drawing covering lighting for Building 2 of the Mobile plant appears in the drawing title block as:

PLANT	LOCATION	SUBJECT	SHEET NUMBER
112	BL-2	6-1	6Δ

Our code satisfies the main body of our problem in that it permits a brief statement about the content of each engineering drawing and establishes the relationship of that drawing to other drawings. The division of major drawing types such as *electrical* and *piping* into natural drawing sub-parts (minor subjects), and the relation of these subparts to facilities, permits the code to be used for estimating drawing requirements, scheduling drafting, and even unitized microfilm records.

By using the code pattern as a guide, a drafting group manager, rather than thinking in terms of the number of drawings and time required to do the piping work on Job 112, tends to think in terms of the number of drawings and time required to do the piping—fire control work for Building 2 on Job 112. Formal application of the code as a planning and control device can be made somewhat as shown in Fig. 3.

The code acts as a self-indexing system for filing and finding drawings in that it classifies and determines the order of drawings in the file. This eliminates the need for cards, logs, and similar types of references. The drawings are filed by *plant, location, subject* and *sheet number* (Fig. 4). This satisfies all of the conditions of our problem.

Coding is not a tool for problem solving, but is the end product of a problem solving situation. Coding is little more than the translation of one set of symbols into another set of symbols. In the coding model, for example, numeric, alphabetic and geometric symbols were used because they have proved more manageable for controlling drawings than are the words they represent. The thing that is important in this case is the relationship structure of the terms that tell what a drawing is about and what it pertains to. If an engineering office has difficulties in the scheduling and control of drafting time and drawings, or bringing drawings together for construction and later reference (filing and finding), the above code may improve their handling of drawings.

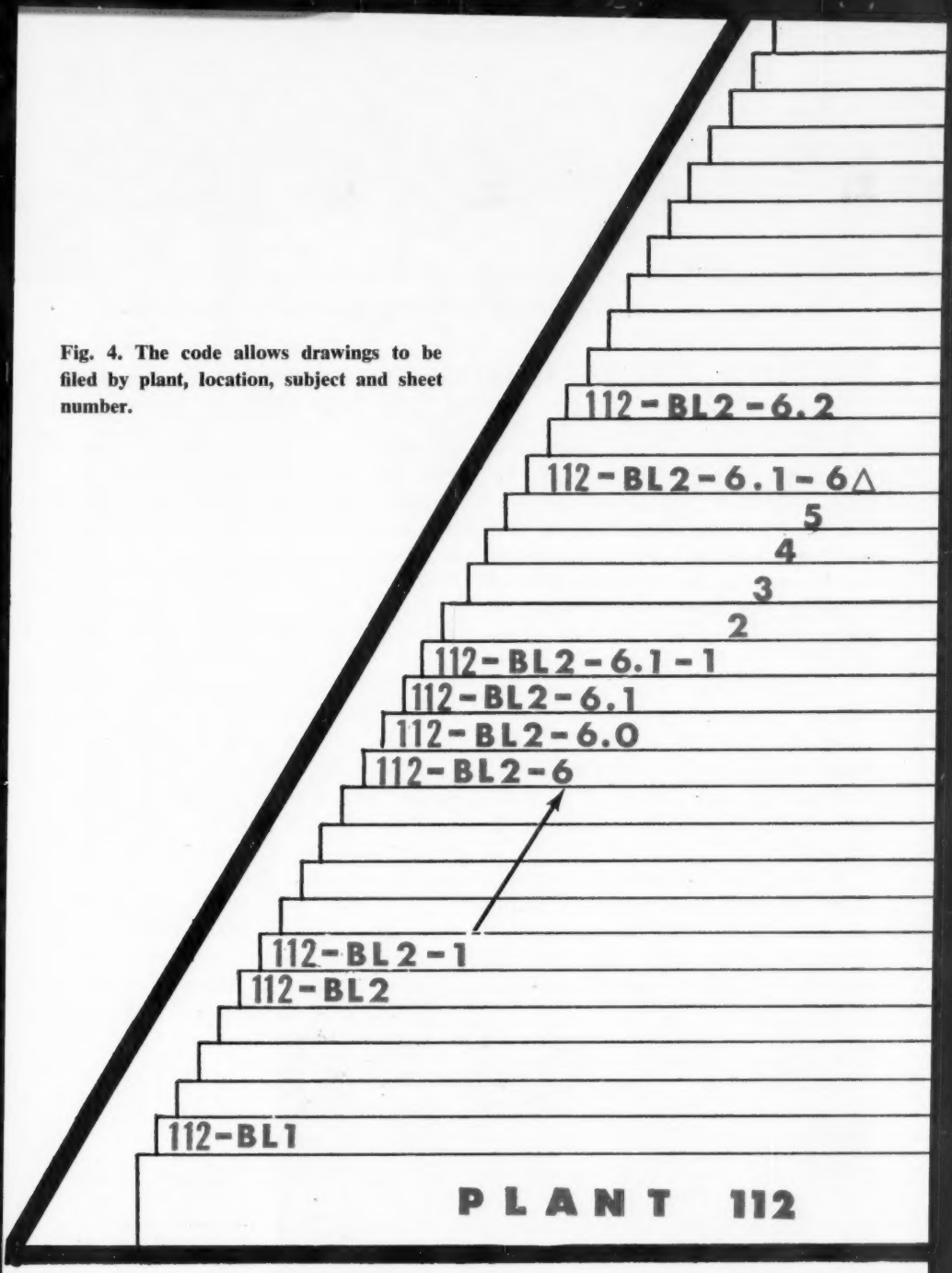


Fig. 4. The code allows drawings to be filed by plant, location, subject and sheet number.

Unloading the two DC-6A's after office move from New York to Los Angeles.

Office Flies from N. Y. to L. A.

AIRLIFTING THE OFFICES of a large company across the country in a single weekend may sound fantastic, but that's just what National Telefilm Associates did. Closing in New York on Friday at 5 p.m. and opening for business in Los Angeles Monday morning, the move will probably go down in the records as the fastest ever made.

It started when NTA, one of the nation's largest television production companies, with home offices in New York, was purchased by National Theaters, whose home offices are in California. The parent company changed its name to NT&T (National Theaters & Television) and decided to combine both companies physically in California. But how could the company's offices be moved 3000 miles and still continue its day-to-day operations? NTA produces shows such as "U. S. Marshall" and "Grand Jury," and handles all 20th Century-Fox films and hundreds of other TV features. A delay in operations of a couple of weeks could cost far more than the actual cross-country relocation.

The answer, of course, was to go by air. David Melamed, NTA administrative vice president, and Gertrude Palmer, office manager, surveyed their task. They discovered they had some 37 tons of equipment to be moved. American Airlines agreed to tackle the problem. Fisher & Brother, New York movers, and Beverly Transfer & Storage, both affiliates of Allied Van Lines, were brought into the picture, and the plan began to take shape.

The airline decided that it could move the equipment in two of its DC-6As. Fisher & Brother would start the move to LaGuardia Airport immediately after close of business Friday eve-

Meanwhile, back in New York, business calls continued coming into the vacated office.

On hand to welcome them were representatives from Los Angeles' board of supervisors, Beverly Hills mayor's office, some Indians and a piper band.

ning. The first plane would be loaded and ready to leave Saturday morning, arriving in Los Angeles that evening. The second plane would leave Saturday evening, and arrive Sunday morning. Beverly Transfer & Storage would take it from there. By Monday morning the personnel making the trek would be ready to go to work at the same desks, sitting in the same chairs in Los Angeles that they had vacated in New York Friday afternoon.

A hitch developed after plans were under way, when it was discovered that the new building in Beverly Hills that was to house the NT&T units would not be ready in time. Mrs. Palmer flew to L.A. and surveyed alternative space. It was decided to utilize whatever room was available in the old National Theaters building. This required converting a ballroom into office space. Overflow went into NTA's offices in Beverly Hills.

(Continued on page 184)

Monday morning in Los Angeles and the accounting department sets up its office.

Making the Most Effective Use of

UNLESS THERE IS premeditated and outright malingering, most employees believe that they are making the best use of their time within the limits imposed by methods. Therefore, any consideration given to the ways and means of increasing efficiency by improving the use of time must be directed toward the planning, analysis and simplification of work rather than the questionable practices of exhortation and exerting pressure. It is almost futile to try to increase efficiency by directive.

Many employees are not mindful of weaknesses in methods. Few of them have the time for constructive analysis and intelligent planning of their work. They accept assignments and execute their duties with the attitude that the tasks are "part of the job," inherited from their predecessors and continued with management's knowledge and consent. Unless management makes a specific and concerted effort to study jobs as part of a work simplification program in which all employees have the opportunity to participate, little measurable improvement will take place by the casual observation of activities.

Management has the same conflict between daily routine and planning. This is why executives carry the brief case home at night and over week-ends to find the time so essential to constructive planning and coordination. Although the brief case is the burden of management, the effective use of time will reduce, but not eliminate, the amount of overtime hours required to meet the obligations of the job.

Management cannot expect from its subordinates the same degree of intensive application and duration of effort that management expends. The differences in mental, physical, emotional and social patterns make emulation impossible and impractical. Yet, top management does set the pace for the whole organization. Nothing is more generally contagious than a hard working management team; echelon by echelon, and down into the organization, the feeling of progress is recognized. Management's attitude toward rules, regulations and policies has an important effect on morale. If management sets a good example, its attitude will be imbued in the organization.

The real problem of the effective use of time is at the supervisory level which comes in contact with the employees. If this level of management is inclined to control operations by personal contact rather than to rely in part on methods, procedures and systems, more time will be used for personal inspection. The controller of a manufacturer in the midwest so imposes his personal opinion and will on his associates that hardly a

TIME

HARRY L. WYLIE
Assistant Secretary-Treasurer, Pure Oil Co., Chicago

letter is written or a statement is made which is not first approved by him. Otherwise work may be done over two and three times to incorporate his insignificant, but personal, changes. Yet this controller complains he has no time for planning, and that his associates "always depend on him" for their decisions.

If management desires to increase the effective use of its time, it must recognize that improvement starts with, and stems from, improvement in the use of time at the clerical level. Here are a few ideas how this may be brought about:

1. *Study all overtime and find its cause.* Overtime should not be accepted as inevitable. Overtime which results from emergencies and occasional rush jobs may not reflect an imbalance in the workload and the available manhours. If, however, overtime becomes habitual, analysis of its cause is essential. Overtime may reflect the failure to properly schedule work for completion. Important and unimportant work may conflict in their demand for employees' attention. Employees may not be qualified to decide which tasks should be delayed; hence they attempt the prompt completion of all tasks which results in frequent and costly overtime. Supervision cannot always be held immediately responsible for the day-to-day variations in work volume except to the extent that overtime work may indicate the need for investigation. Supervision must watch the trends in work habits. Defined working hours should be established and strictly followed. One executive believed that overtime work reflected an intensity of purpose and interest in company affairs. It became easy for any employee to impress this boss by staying past the regular quitting time. One employee in particular would wait until the boss left, and then he would take off like a jack rabbit. This employee's merit ratings were always good until the boss returned one evening to pick up a package he had forgotten. Overtime may reflect a lack of application and organization during regular hours.

2. *Analyze each employee's activities.* The basic technique for improving the use of time rests with the job analysis, probably the most talked about and accepted technique in work analysis, and the least used. Few companies are without a job analysis, but its purpose is developing employee specifications. This falls short of the complete range of objectives which includes the analysis of the work done.

An activities analysis is a chronological list of the employees' activities on a day-to-day basis, whereas a job analysis lists the employees' total activities ir-

Your Office Methods Can Be Improved

The fifth in a series of articles, covering the basic office functions, in which Harry L. Wylie, office management authority, shows how office methods can be improved—especially in the medium sized and smaller company.

Harry L. Wylie is the author of several books on office management and editor of NOMA's Office Management Handbook. Winner of both the Schulhof and Leffingwell Awards, 1950, he is a practicing management consultant, assistant secretary-treasurer of the Pure Oil Co., professor of industrial management at Northwestern University and past president of the Office Management Assn. of Chicago.

respective of the time and duration. Many think of the job analysis as an inventory of duties and task assignments, and the activities analysis as a listing of specific tasks performed within a given time span.

Tasks tend to change because of personal variations in method, self-created activities and the accumulation of "temporary" assignments which remain because they are ignored by management. One of the most startling examples of self-created activities arising from misplaced personal initiative was found by a roofing manufacturer. This company had changed to a punched card system (from manual posting) to handle statistical analysis of product sales. Two years after the change-over it was discovered (through an activities analysis) that order department employees still maintained a hand posted record.

3. *Simplify and mechanize to the fullest.* A by-product of job and activities analysis will be the simplification of operations. An analysis of the records department of a large metropolitan police department (traffic division) disclosed that six monthly reports were throwbacks to the demands of previous district captains, and no longer required or used. When imitation of previous work samples is used to train new employees, all activities which took place at the time of training are frozen as part of the job. Add to this management's changing demands for control data and it is easy to recognize that a periodic simplification of operations will reduce time-wasting activities.

Work simplification programs are nothing more than organized effort to eliminate copying, reduce physical movement, mechanize operations, cut out copies of reports and forms, and reduce delays which, in total, adversely affect the profitable use of time.

4. *Keep time sheets.* The effective use of time includes: (1) the methodology and efficiency of productive effort; (2) the physical use of the working hours. One way to evaluate the amount of time spent is to keep adequate records of

office hours. Companies in interstate commerce are required to maintain records of working hours of non-exempt employees. Inasmuch as there are legal requirements for a segment of the employees, it is easy to record the working time of all. An accurate record will define tardiness and absenteeism in terms of the occasional versus the chronic violator. If, however, management wishes to establish a standard or level of tolerance, above which corrective action will be taken, evaluation of attendance records has to be a numerical appraisal. An interesting example of this quantitative evaluation is found in Section 3, page 68, of *Office Management Handbook* (Published by Ronald Press under the auspices of National Office Management Assn.) as reported by Dr. Marion A. Bills whose formula recognizes three factors in attendance: (1) number and frequency of tardiness (it is assumed that four tardinesses are equal to one day's absence); (2) duration of each absence; (3) total days lost through absence (weight given to the number of absences is five as compared to the duration). The formula is:

Attendance record equals

$$\left[\frac{(A-B)-5C}{A}\right]\frac{D}{-4}$$

When: A equals the total scheduled workdays.

B equals the total days absent.

C equals the number of absences.

D equals the number of tardinesses.

From this formula a quantitative evaluation can be made of an employee's attendance record which can be compared to a minimum tolerance standard. For example, an employee who was scheduled to work 240 days during 1958 (A), was absent 15 times (C) for a total of 30 days (B). The employee was tardy 16 times (D). Using the formula, this employee's rating would be:

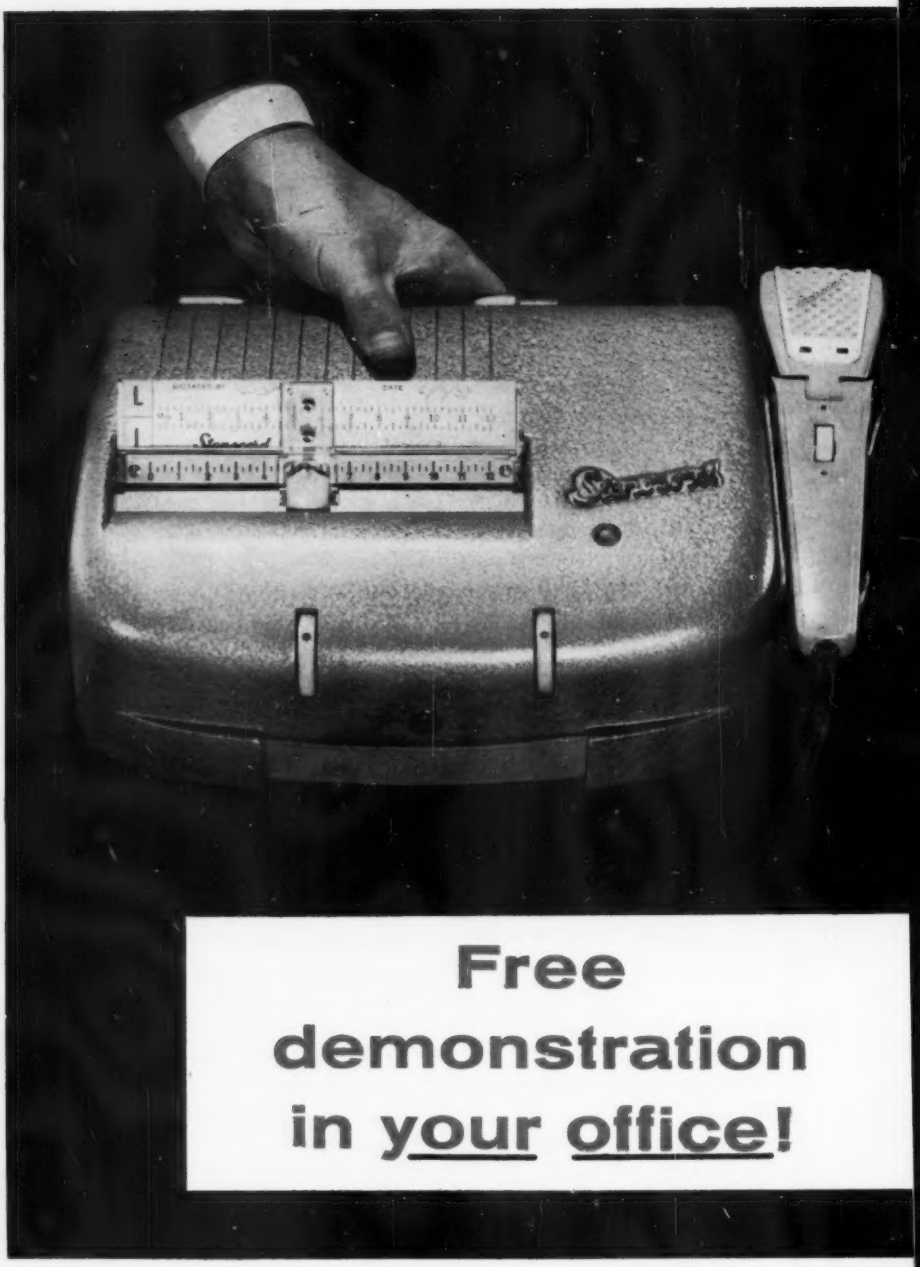
$$\frac{(240-30)-(5\times 15)-(16\div 4)}{240}$$

$$\text{equals } \frac{161}{240} \text{ or } 67\%.$$

Had this company established a critical level of 75% or 80%, the employee needs corrective change in his habits. Absences and tardiness, which might otherwise go unobserved, become items of attention which is basic in the effective long-range use of time.

5. *Plan the work.* The planning phase of most clerical jobs is the responsibility of management. Employees perform such tasks as are assigned to them, usually in the order of their occurrence, rarely in the order of importance. These decisions rest with the immediate supervisor. It might be undesirable for the employees to judge which tasks should be or should not be performed. Hence planning, both as to method and timing, becomes a prerequisite to the effective use of time.

(In February Mr. Wylie will discuss the Effective Use of Forms, Reports and Records.)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For More Information Circle No. 344

Mothers' Night Shift Eases Office Personnel Shortage

ALLEN L. DONIELSON, Service Department Manager, Preferred Risk Mutual Insurance Co., Des Moines

THE SHORTAGE of clerical help may not be as bad as you think it is. We have found a gold mine of able, experienced help. Our company was founded in 1947 to write auto insurance for people who do not drink intoxicating beverages. The business was an immediate success and new policies poured in beyond the founder's greatest expectations. Some 12 years later the company was writing $15 million in auto insurance, and had entered the fire and life insurance fields for total abstainers.

As our company continued to grow and expand, so did our office requirements. With space and equipment at a premium, in 1958 and 1959 an unusually large amount of business was being written (25% increase in 1958 and so far in 1959 a 27% increase). It

(Continued on page 194)

On the working mothers' night shift at Preferred Risk Mutual Insurance Co., Des Moines. L. to r. are Mrs. Richard Lenz, Mrs. William Reinhard, Mrs. Darrel Waters and Mrs. Richard Earll.

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The printing head and postage meter are interchanged easily and quickly. The removable printing head can be kept in a safe; or the signature plate is removable for safe keeping. Three tamper-proof locks prevent unauthorized use of the machine. The 4251 can also seal check, or other envelopes. And it will meter stamp and seal all your letters, as well as dispense tape for parcels, when not used for signing checks.

The 4251 is now used for signing payroll, dividend and accounts payable checks by many of the country's important companies. Why don't you look into it?

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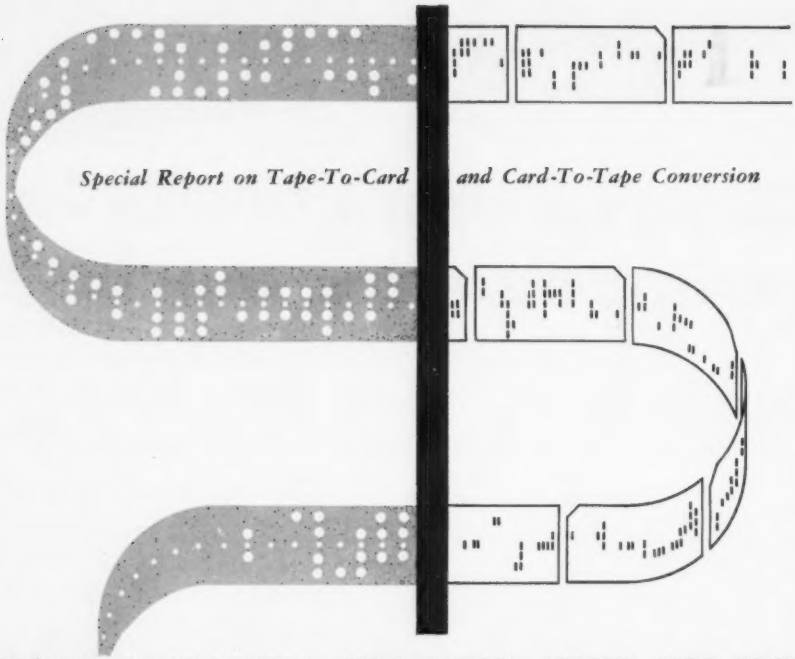

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For More Information Circle No. 306

Current trends in

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A Magnetic Tape Cleaner

HENRY F. UNGER

UNTIL Glen Gray came along with his homemade tape cleaner at Arizona Public Service Co., Phoenix, magnetic tape cleaning was a chore that absorbed a lot of time. As a manual operation, the tape was cranked through a perchlorethylene solution and then dried by hand. A hard-working employee could clean six or eight tapes during an eight-hour shift. The method was fine because no better method was available.

When computer engineering supervisor Dave Rolan was on the west coast, he saw an automatic tape cleaning device. He noticed, too, that the gadget had too many side functions, not necessary in the Phoenix utility's computer operation. The efficacy of the idea stuck and he shoved it into the lap of Glen Gray.

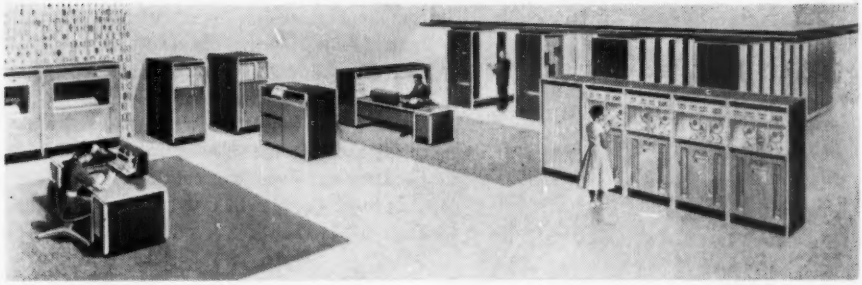
Out of Gray's study came a gadget unlike anything expected for a tape cleaner. It included a Chevrolet 6-cylinder fuel pump, a Fram automotive oil filter, an ultrasonic generator and a ladies' electric hairdryer. Gray says that a standard filter and a pump assembly built specially for the job would have cost $250. He felt that the Chevy fuel pump and the Fram oil filter could easily handle the job. He ground out the cam from a square transformer washer and the copper tubing and fittings were bought locally. Total cost: $13.

This magnetic tape cleaner uses an ultrasonic generator shown at upper left.

Gray bought an ultrasonic generator (Narda SonBlaster, made by Narda Ultrasonics Corp., Mineola, N. Y.) to agitate the dirt and other matter off the immersed tapes. This was the most expensive item, costing $950. Three transducers were on the same order.

Money was saved on other parts of the gadget which took three months to build. For instance, the 28″ high frame was constructed by the company. The company's machine shop built the reel hubs and Gray developed all of the control cabinets, using an acetylene torch, hacksaw, tin snips, electric drill and screwdriver.

Pulley bearings no longer used for high speed operation in the computer system were put into use in the lower speed range of the tape cleaner. The hairdryer dries the tape as it emerges from the cleaning solution. The new method cleans a 1500 ft. tape in 20 minutes and does a much better job. It shuts off automatically when the tape is cleaned and it can reverse and rewind the tape.



The New Univac Larc Computer

THE UNIVAC LARC solid-state digital computing system, which is said to operate at speeds up to 200 times faster than any computer in existence today, was originally designed and constructed by the Remington Rand Univac Div. of Sperry-Rand Corp., for Atomic Energy Commission use at Livermore, Calif. The new system can handle a range of variables extending from the tracking of a missile to the preparation of a payroll.

The Univac Larc, according to Remington Rand, can perform 250,000 additions or subtractions of 12-digit decimal numbers per second. It will enable management to process problems 25 to 200 times faster than on existing computers with the rate of speed depending on the problems. The computer will sell at upwards of $6 million and will rent from $135,000 a month. In terms of actual expenditure, the Univac Larc will cost appreciably less per operation than other computers, the company said.

Data processing and scientific problems can be performed concurrently by the Larc. It is estimated that the preparation of payroll and labor distribution for a manufacturing company employing 15,000 employees can be accomplished in some 15 hours total computer time per month, compared to 450 to 900 hours now required. While the payroll is being run, the Larc simultaneously can be solving separate scientific problems 93.5% (over 14 hours) of the running time.

In producing the Larc, Remington Rand reduced the variety, quantity and complexities of component packages. They mass produced the building blocks and used another Univac computer to design new ways to put them together. The older circuits were too complex for mechanized design and production. The new system's high speed drums store up to 6 million words and are supplemented by the enormous storage capacity of up to 40 magnetic tape servos. The drums make it possible to process information at speeds up to 33,000 12-digit words per second for each drum. This is approximately six times faster than tape units, and provides greater reliability.

The Larc consists of a main computer unit which works in conjunction with a second computer, called a processor. The main computer devotes the

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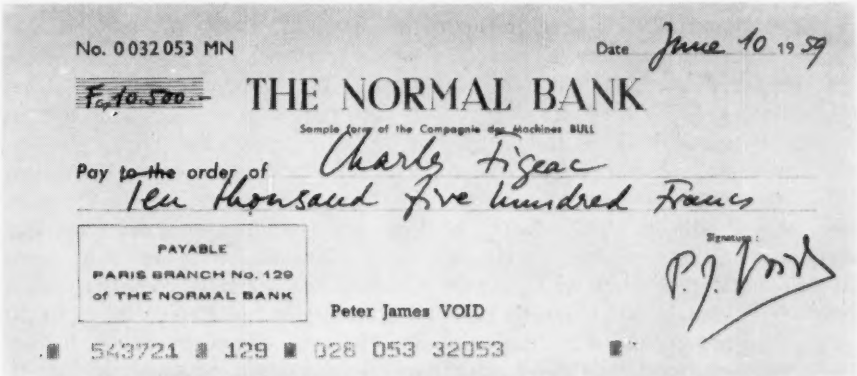
major part of its time to computing problems—instead of directing the flow of information throughout the system. The processor operates independently on its own program, upon signals periodically received from the main computing unit. Individual synchronizers control all its input and output operations and allow complete flexibility in the use of input-output devices. Data can be transferred at 400,000 decimal digits per second.

For greatly increased computing capacity, a second computing unit may be added. Except for certain intercommunication facilities, the computing unit and the input-output processor operate independently. A typical installation comprises one computing unit, one processor, eight core memory units, 12 drum files, four tape units, operator and engineer consoles.

Solid-state circuitry, modular construction, overlapping execution of instructions, automatic error correction and large capacity memory storage effect its record speed, flexibility and ease of maintenance. The Univac Larc is capable of automatic floating point arithmetic and Flow-Matic coding, which uses English words and phrases instead of mathematical symbols, will be adapted for use with it. **For More Information Circle No. 150.**

A Better Magnetic Ink Method

A METHOD by which machines can read printed characters has been developed by Compagnie des Machines Bull, 94 Avenue Gambetta, Paris XX, France. This requires that characters be printed in magnetic ink but, since the design of the characters has nothing to do with their recognition by the reading machine, numbers and letters can be of the conventional style most legible and recognizable to the human eye. They need not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Ten thousand five hundred Francs

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Peter James VOID

Signature: P.J. Void

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The style of the characters (lower left) has no effect on the reading machine which senses only the vertical lines and spaces that form the letters and numbers.

look like the queer characters which some banks are planning to use with magnetic ink for machine recognition. Also, the Bull method makes it much easier to imprint the characters with no danger that they will be confused or misread by machines or people.

Each Bull character, no matter what its configuration, contains seven vertical lines and six spaces either .008 or .016 inches wide. This permits up to 64 different combinations. For example, the numbers are composed of two wide and four narrow spaces or 15 combinations for the ten digits and five codes. Since each digit must have at least two wide spaces and not more than two, the reading machine can automatically check itself by a very reliable system similar to that used with punched tape. There are no intermediate signals to be interpreted, such as "a little" of anything. It's positively all or nothing.

Unlike other methods, the Bull system allows a machine to read alphabetical as well as numerical data and the same characters are just as easily read by any literate person. Since the manner in which the magnetic characters appear is not critical as long as some part of each vertical line is inked, machines for both manual and automatic typing of checks, invoices, etc., can be designed. Bull is making a machine for the high speed sorting of checks by bank number, account number and even by the amount of the check. However, there are many clerical applications for the system.

Control Data's 1604 Computer

THE 1604 fully transistorized large scale, stored program, general purpose digital computer is said by Control Data Corp. to be priced lower than computers of comparable performance. The first full scale prototype of the 1604 was completed in April and the first production model will be delivered in the near future to the U. S. Navy Postgraduate School, Monterey, Calif.

The 1604 has versatile input-output facilities and, with its 1605 Adapter, is capable of utilizing standard input-output equipment manufactured by other companies. Model 1607 magnetic tape systems can provide up to 24 magnetic tape transports, producing tapes compatible with those produced by the equipment of other companies.

A total of 7000 printed circuit cards are used in a single 1604. The main cabinet contains all arithmetic and control sections, and the 32,768 word (48 bit) magnetic core storage. Read access time is 2.2 microseconds. This cabinet is constructed of eight page-frame assemblies that swing out for ease of servicing. The magnetic core storage assembly frames are mounted in the center of each page frame. The 1604 requires smaller installation space than comparable computers. A complete system can be installed in a room 20 ft. by 20 ft. The main computer cabinet, including magnetic core storage, is 7½ ft. long, 5½ ft. high and 2 ft. wide. It

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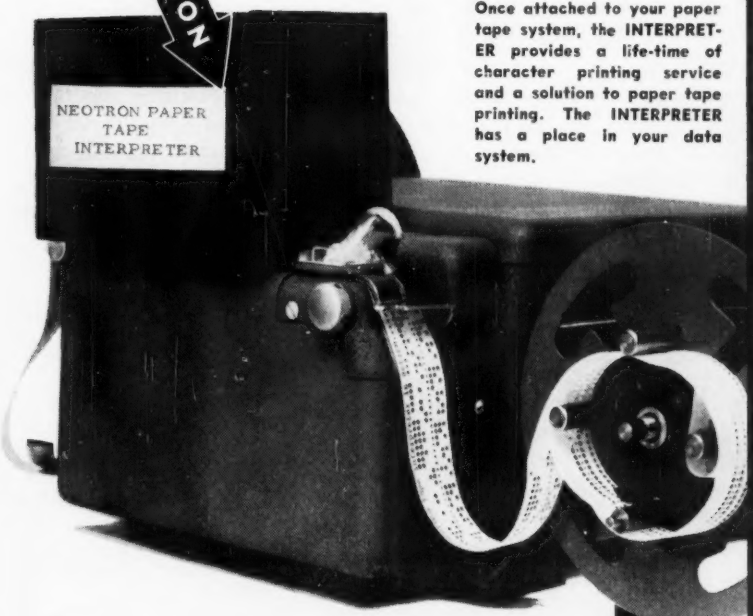
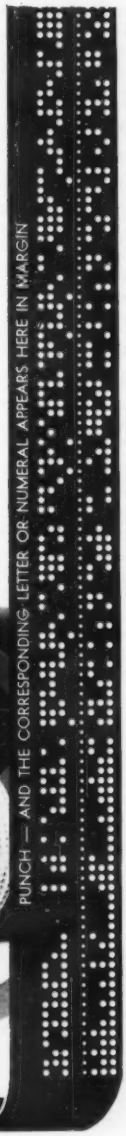
Once attached to your paper tape system, the INTERPRETER provides a life-time of character printing service and a solution to paper tape printing. The INTERPRETER has a place in your data system.





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For More Information Circle No. 419

weighs 2200 lbs. and draws 4 kw. The 1607 magnetic tape system is of similar dimensions and power consumption. Room air-conditioning is recommended, but no special ducting is required.

Control Data Corp., jointly with its 1604 computer customers, has organized a cooperative project directed by officers elected from customers' staff personnel. The purpose is for interchange of mutually beneficial programing and other information of general interest concerning equipment, techniques and procedures. Two meetings have already been held. The company is building a 1604 for its own computing center at 501 Park Ave., Minneapolis 15. It has sales offices in Washington, D. C., Los Angeles, San Francisco and Denver, and will open others in additional cities.

In the 1604 computer, input-output operations are independent of the main program. When transmission of data is required, the main program is used only to initiate an automatic cycle which buffers data to and from the memory. The main computer program then continues while buffering of data is carried out independently and automatically.

For normal exchange of data with peripheral equipment, independent control is provided via three 48-bit buffer input and three 48-bit buffer output channels asynchronously with the main computer program. For high-speed communication one 48-bit input transfer channel and one 48-bit output transfer channel are provided so that two or more 1604's can communicate with each other.

The 1604's repertoire contains a flexible list of 62 instructions which expand into many sub-instructions. The 62 instructions provide fixed (integer and fractional) and floating point arithmetic, logical and masking operations, indexing, memory searching, input-output, sequence control (conditional and unconditional), multiple precision capability, etc. Some special programing features include ease of handling con-

A complete 1604 computer system will fit into a 20 x 20 ft. room.

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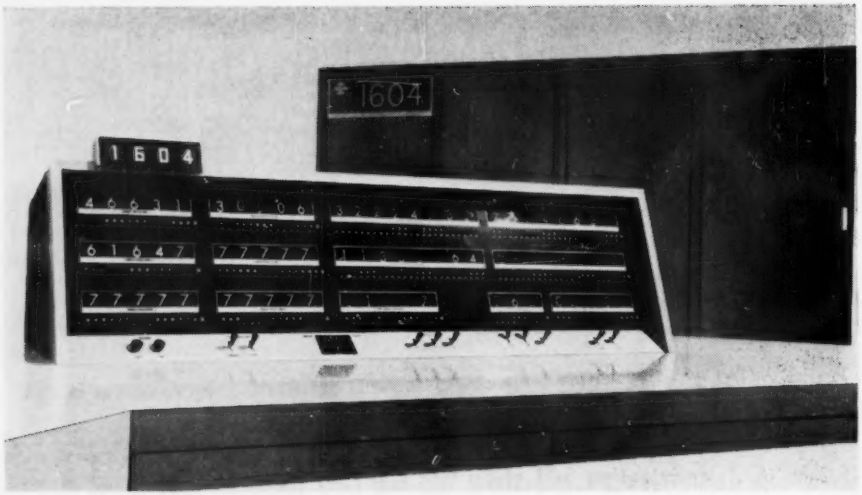
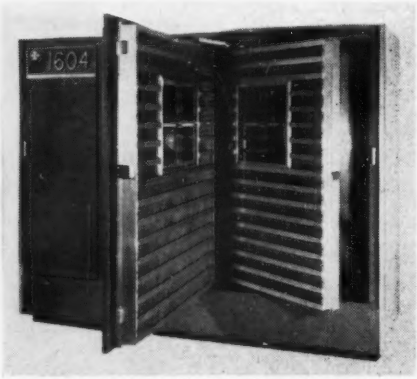


Translated contents of all operational registers appear on the 1604's console display panel in Arabic numerals.

stants, indirect addressing, four search instructions, high speed input-output transfers, buffering, external function, program interrupt, and a large group of logical commands.

In addition to the standard 1604 console with its display panel (translated contents of all operational registers are displayed in Arabic numerals — octal), typewriter, and paper tape reader and punch, optional equipment are the 1607 Magnetic Tape System and the 1605 Adapter. A number of tape systems can be attached to a computer. Simultaneously, three tape handlers can be reading and three can be writing—each at a 30kc character transfer rate. Each 1607 tape system can simultaneously read from one tape handler and write on one tape handler, while the remaining two are rewinding. The 1605 Adapter permits communication between the computer and any of the following: 714 Card Reader, 727 Magnetic Tape Units, 717 Line Printer, and 722 Card Punch. Each adapter can be connected to any of the three buffer input and output channels, and each 1605 is independently addressable. **For More Information Circle No. 106.**



Approximately 900 transistorized circuit modules surround the magnetic core storage frames in the eight page-frames.

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For More Information Circle No. 276

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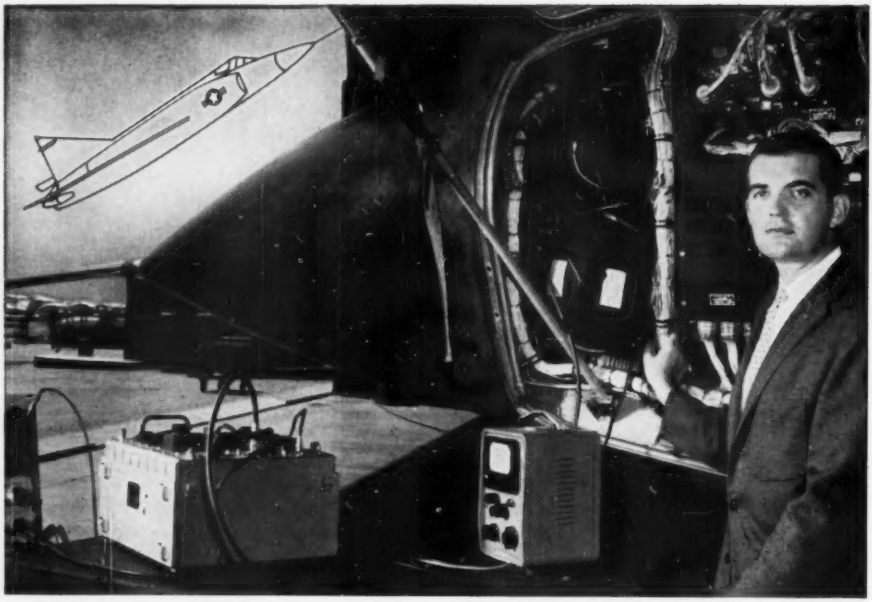

Hughes Aircraft Company Travelers Use The Traveletter® System

Mr. Edgar King, BSEE, shown above, Field Engineer for Hughes Aircraft Company, is one of 300 technical consultants to the U. S. Air Force organizations. These Hughes Engineers travel all over the world in the performance of their duties.

To expedite their world wide travels and to maintain a constant and close liason between them and our Air Services, Hughes Aircraft travelers carry a ***Traveletter®*** Authorization. Their Traveletter Authorization makes it easy for Hughes travelers to cash their ***Travelorder®*** drafts anywhere they go.

The Traveletter System reduces cash advances, saves accounting time, prevents lost time, and builds the morale of travelers.

Used by companies employing from 1 to 1000 travelers, including United Aircraft Corporation, Western Electric Co., Alexander Smith Inc., Kendall Mills, A. B. Dick Company and many others.

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For More Information Circle No. 305

RIGHT or WRONG in Employee Relations

A ROUND-UP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

Can You Fire an Employee Who Sues You?

What Happened:

One morning John X was called into the office manager's office and told that he was "strongly suspected" of having stolen another employee's billfold. John maintained his innocence. The company said that it did not judge John guilty—only that a preliminary investigation pointed a finger of suspicion at him.

A few days later he was called back and told that the investigation had been dropped because no positive proof was obtained against him. Whereupon John filed a suit for slander against the firm in the amount of $100,000.

When the company received notice of the suit, it fired John X claiming:

1. If John feels we have damaged his good name to the tune of $100,000, then we certainly cannot maintain good relations with him.

2. John is forcing us to spend a lot of money in defending ourselves.

3. We have investigated the theft and completely absolved him of any fault.

4. We are innocent of any wrongdoing and John is just trying to harass us. We don't want such an employee on our payroll.

John's defense was that he had filed a civil suit and couldn't be fired for such action any more than a worker who sues for workmen's compensation can be discharged.

Was John X:

Right ☐ **Wrong** ☐

WHAT ARBITRATOR LENNART V.

LARSON RULED: "The arbitrator is of the opinion that 'proper' or 'just cause' did not exist for the discharge of John X. The institution of a suit cannot be said to impair relations between the aggrieved and the company in such a degree as to justify discharge. Grievant was one of hundreds of employees. There was no evidence that he had personal contacts with the vice president or other high executive officers. There is no evidence that the quality of grievant's work would be affected by the pendency of the lawsuit. Possibly there would be unfriendliness or coolness between John X and supervisory personnel, but there is no basis for inferring that grievant's work performance would suffer or that his relations with the people with whom he worked would deteriorate or become unpleasant. John X is to be reinstated with back pay."

Who's Responsible for Worker's Property in Locker?

What Happened:

Jack Jensen, walking through the locker room, smelled smoke. He called the safety inspector and both discovered a fire in Bill Patoka's locker. The safety man picked up a fire extinguisher and poured liquids through the locker's ventilating slats. Then the lock was broken off and the rest of the blaze put out. When Patoka arrived he was crestfallen. His personal belongings were scorched and drenched.

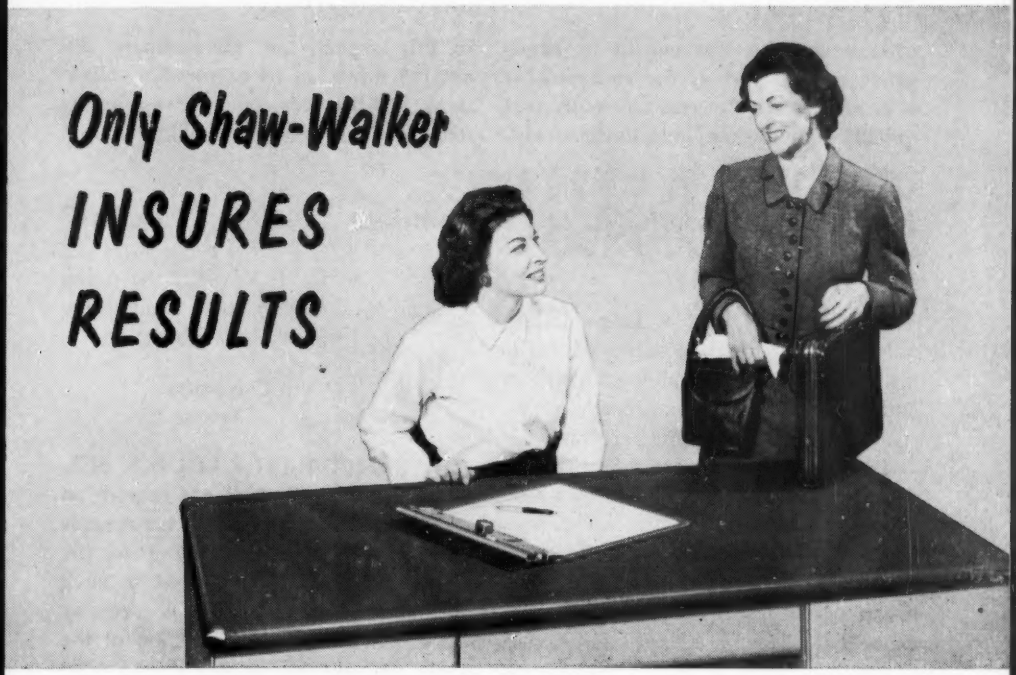
"Pay me for my loss," he demanded of the company.

"Personal belongings are not our responsibility. We didn't start the fire. We provide good steel lockers. What if something gets stolen? Do we have to make good for that, too?"

Was the Company:

Right ☐ **Wrong** ☐

WHAT ARBITRATOR ROLF VALTIN RULED: "On the evidence before him, the arbitrator cannot hold that the destruction of Patoka's property was in any way the result of the company's failure to discharge its obligations. Even if it were to be assumed that the company's obligation goes not only to the providing of locker space but equally to the protection of the articles an employee may store in the locker—there is not the slightest indication that the



Simplified PAYROLL PLAN

Only with Shaw-Walker's Simplified Payroll Plan do you get six-way "insurance" that guarantees lowest preparation costs and best results.

This ingenious Plan embodies six exclusive user benefits. Three are Service Functions, provided only by Shaw-Walker, without which a payroll plan cannot effect maximum economies.

Our Simplified Payroll Plan completes payroll records in less than half the time whether the number of employees being paid totals 25 or 2500.

Only the Shaw-Walker Simplified Payroll Plan can assure:—Lowest preparation costs—Top speed calculation—Maximum accuracy—Tax reports without overtime—Less non-pay followup—Easier payroll audit.

To see how this Plan saves up to 66% and provides "success insurance," telephone your local Shaw-Walker representative or circle No. 101.

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Representatives Everywhere

LARGEST EXCLUSIVE MAKERS OF OFFICE EQUIPMENT

For More Information Circle No. 101

present accident was caused by negligence on the part of the company. It is clear that the fire was efficiently and quickly extinguished upon its discovery. In this respect, too, the company did not fall down on its reasonable obligations. Bill Patoka's claim for reimbursement of the fire loss is denied."

Has a Union Any Right to See Company's Personnel Forms?

What Happened:

The company had a long-standing policy of giving carbon copies of warning notices to the employees involved and to the union. This procedure was spelled out in the union agreement.

To improve its record keeping, the company devised a new employee performance and conduct form. This was to be used by supervisors to rate employees. The union maintained that it had a right to inspect these forms because if they contained any criticism of the worker, then in effect, this record amounted to a warning slip.

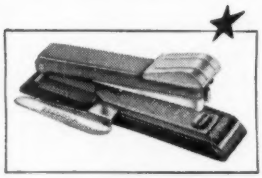
The company answered that this would not be done. It said that management had a right to get up any records it wants, and neither the union nor the worker can poke around the files. The issue came to arbitration.

Was the Company:
Right ☐ Wrong ☐

WHAT ARBITRATOR LOUIS S. BELKIN RULED: "I shall not require an employer to disclose any of his records or methods of housekeeping to the union. No union has a right to such information any more than a company has the right to an examination of the union records. Therefore, I shall hold that the company may develop any forms it wishes and that the forms are not subject to negotiation or revision or examination by the union."

BOSTITCH B12 STANDARD STAPLER. Pleasing modern design in gray and chrome makes the B12 *the* stapler for executive desks. And it's all business when it comes to fastening. You can set it for temporary *or* permanent fastening in just an instant.

FOR GENERAL OFFICE FASTENING. Bostitch B8R. Actually four machines in one—stapler, tacker, plier and staple remover. For almost every office fastening job. In gleaming black and chrome or three-tone gray.



See these and other Bostitch staplers for every office fastening task at your stationer's.

Fasten it better and faster with **BOSTITCH®**
STAPLERS AND STAPLES

312 Briggs Drive, East Greenwich, Rhode Island

For More Information Circle No. 268

A NEW DIMENSION IN MULTIPLE PART FORMS

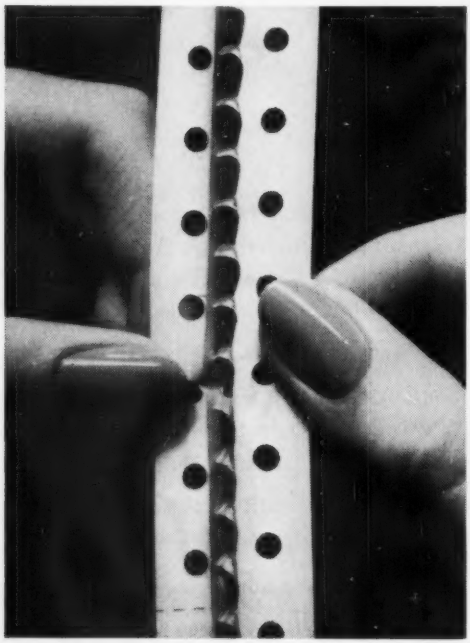
Moore

Speediflex is more than a new form. It is a brand new concept that gives natural forms movement to the writing and handling of continuous multiple-part forms.

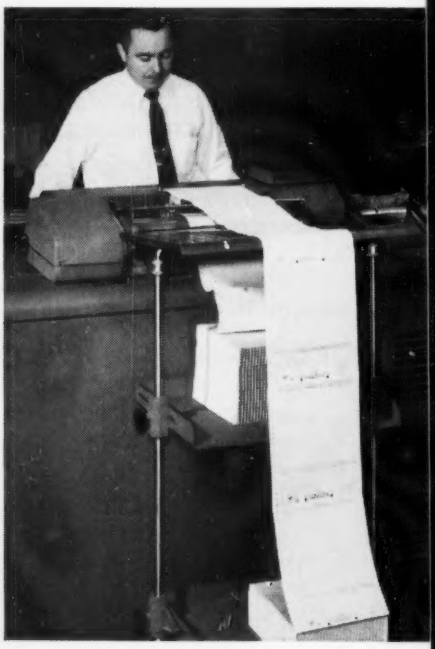
This revolutionary advance is due to an ingenious construction feature patented by Moore, and engineered to insure perfect part-to-part register.

Here is the Speediflex secret. The carbons are 'flex cut' for natural flow of forms. Staggered adhesive lines on either side of the flex cuts anchor the carbons as a flexible bond between the parts in the set.

The entire set of Speediflex carbons and parts is a flexible unit that feeds—naturally and in perfect alignment—around the writing platen. This does away with 'tenting' or 'peaking' at the set fold. Natural-moving Speediflex parts feed squarely on the pins to assure



THE SECRET OF SPEEDIFLEX—Flex cuts in carbons for flexibility; carbons 'bond' the parts together.



PERFECT REGISTER is assured no matter what the writing speed or the type of equipment.

Speediflex

perfect part-to-part register at the writing point, regardless of writing speed or equipment used.

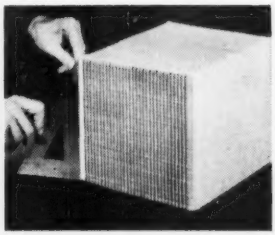
Speediflex has other writing and after-writing features that contribute to perfect feeding, perfect part-to-part register and trouble-free action. Among them . . . a new method of perforation permitting natural folding, neater packs with fast carbon extraction . . . narrow carbons that lessen bulk, for fast paper flow without creep or jam. For a summary of *all* the advantages Speediflex combines in one continuous form, call in the Moore man or write the Moore office nearest you.

* * *

MOORE BUSINESS FORMS, INC. Niagara Falls, N. Y.; Denton, Texas; Emeryville, Calif. *Over 300 offices and factories throughout the United States, Canada, Mexico, Cuba, Caribbean and Central America.*

ALL WRITING MACHINES handle Speediflex smoothly in natural, flexible movement without tenting or peaking at the set fold.

FLEXIBILITY FOR PERFECT REGISTER makes both sides of each part move freely, floating between carbons, naturally aligned.

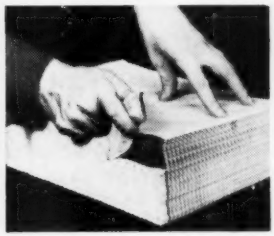


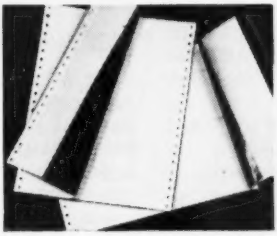
NEATER PACKS, BETTER REFOLDING—Special set perforations permit Speediflex to fold and refold naturally into neat square packs.

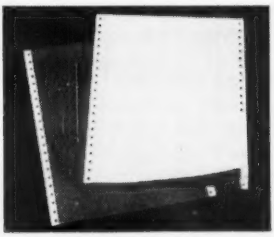
STRIP OFF MARGINS—Sensitive perforations simultaneously cut through carbons and parts, and speed stripping and decollating.

STRIP COATED CARBONS are available to eliminate unwanted data on copies. Narrower carbons for less bulk are also available.

SECTION SETS FOR SYSTEM USE offer you one part or more loose, for later handling, or two or more sets included in the full set.







Speediflex is a patented product of Moore Business Forms, Inc.

Build control with

MOORE BUSINESS FORMS

For More Information Circle No. 293

New Products

ACCOUNTING MACHINE

National Cash Register Co., Dayton 9, Ohio, announces that 21 separate totals are available in its Class 33 accounting machine. Automatic credit balances are obtained from all 21 totals; the machine may be programed to effect as many as

four totals in one operation; depression of a single key automatically totals or subtotals all 21 totals in sequence for complete daily statement of posting. The 33 protects amounts on checks by automatically printing the dollar sign ($) immediately left of highest dollar amount. Machine will automatically determine if operator has made an incorrect pickup of an old balance, and will eliminate this. Single-key reverse entry control provides instant correction of erroneous postings and reversal of accounting entries without need for changing program or determining which totals must be affected. Removable program bars may be readily altered to meet changing requirements of particular accounting jobs. Program bars provide flexibility in forms design and permit a wide variety of bookkeeping applications on a single machine. Built-in electric typewriter with 72 characters facilitates accurate description of all entries and simplifies auditing. The Class 33 is also available without typewriter. **For More Information Circle No. 132.**

MICROFILM READER-PRINTER

Documat, Inc., 385 Concord Ave., Belmont 78, Mass., makes the Documat Reader-Printer that automatically produces positive prints from negative microfilm by push-button operation. Designed for

office use, the Documat Reader-Printer fits easily on any conventional desk and can be easily moved to any section of the office. Both roll and unitized film may be either read or printed, or both. The same machine can be used to consult microfilmed documents and, if copies of the documents are desired, they are easily reproduced and emerge in front of the operator. Blueprint specifications, fine line drawings, and legal signatures are reproduced in com-

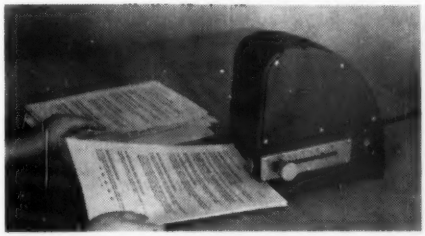
plete detail without blurring. Reading microfilm is equally easy. Finger-tip controls traverse and center the film. The entire control head rotates through a complete circle making it possible to obtain an upright picture no matter which way the subject was photographed or the film inserted into the reader. The same easy focusing mechanism is used to center the film for printing. Instantly interchangeable lenses and adjustable condenser are available for varying enlargements. **For More Information Circle No. 254.**

LIGHTWEIGHT PAPER

Ecusta Paper Products, Packaging Div., Olin Mathieson Chemical Corp., Pisgah Forest, N. C., announces a lightweight paper for letterpress printing. It has a basis weight of 17¼ lbs. and is the latest addition to company's Waylite line. It was developed in response to demand of Bible and handbook publishers who have been using Ecusta's 20 lb. paper successfully. Currently, lightweight papers are used for direct mail advertising, catalogs, Bibles, textbooks, annual reports, prospectuses and proxy statements. Ecusta recently installed its tenth Fourdrinier machine for the production of lightweight papers exclusively, and is now accepting trial orders for the new 17¼ lb. paper. **For More Information Circle No. 207.**

ELECTRIC STAPLERS

Bostitch, Inc., 312 Briggs Drive, East Greenwich, R. I., introduces two electric staplers, Models B5E2 and B5E3 Bostomatic, that perform office production line stapling jobs quickly, uniformly and with less operator fatigue. Either unit is particularly useful for such continuous stapling tasks as preparing direct mail assemblies, reports or sales bulletins. The Model B5E2 is for fully automatic electric stapling and drives staples automatically when work is inserted against the combination back gauge and switch release. Model B5E3 is a semiautomatic foot or knee-operated machine, actuated by a small switch which may be placed on the floor or mounted under a desk or table. Every light tap of foot or knee on switch drives a staple. Bostomatic staplers handle up to 36 sheets of 16-lb. bond or mimeograph paper with no adjustment required for different thicknesses. Both operator's hands are free to handle work. Staples in the Bostomatics are supported while being driven and always drive straight for maximum penetration. Solenoid mechanisms, designed specifically for electric stapling, give long, trouble-free service. Adjustable



stapling gauge is easily set to any depth up to 4¼". Stapling position is always visible for exact placement of staples. Both machines are easily loaded through a door on the front with 210 standard ¼" staples. Sturdy, low-cost stapling head is replaceable as a unit. Staplers are of cast Dural construction, with attractive gray or black crackle finish. Easy to carry, they plug into any 115-volt AC outlet. Available for other voltages on special order. **For More Information Circle No. 199.**

COMPUTER ROUTINE

Royal McBee Corp., Data Processing Div., Port Chester, N. Y., announces Act I, a compiling routine and translator for the Royal Precision LGP-30 Electronic Computer. Programing with this compiler can be learned in a single day. With its aid, any problem can be submitted to the computer in simple algebraic form. The Compiler is fed into the LGP-30's 4096-word internal memory on punched tape, and translates problems to machine language automatically. It need not remain in the machine, thus preserving the entire memory for useful calculation. Act I is cap-

able of compiling fixed or floating point programs. Programing time is greatly reduced, allowing faster computer solutions to engineering and management control problems. For a complete explanation of the Act I Compiler, **Circle No. 165.**

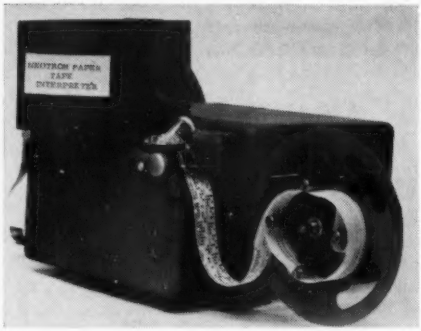
AUTOMATIC COIN CHANGER

Standard Change-Makers, Inc., 422 East New York St., Indianapolis 2, Ind., makes the Standard Change Master that is three coin changers in one. You can select any three different coins to be changed and the change to be returned according to your needs. If later you wish to change one coin unit for another you can do so quickly and easily, because this machine has interchangeable units. Change Master takes up to $1100 in change and is ideal

for use with vending machines. Its appearance is attractive, and its rugged construction and double-locking mechanism safeguard against vandalism. Easily secured to a wall or stand. This model can be equipped with 56 combinations to change 50c, 25c, 10c and 5c coins. There is a universal coin slot for all coins to be changed. For convenience of user when getting change, machine has a large return tray. Overall size is 30″ high, 30″ wide and 9¾″ deep. **For More Information Circle No. 152.**

TAPE PRINTING PUNCH

Raub Electronics Research Corp., 1029 Vermont Ave., N.W., Washington 5, D. C., makes the Neotron Paper Tape Interpreter which simultaneously prints the interpretation of characters on paper tape as the characters are punched into the same paper tape. This makes the tape readable to both people and machines.



No additional programing steps are required for this double operation and the interpretation is accurate and exact, providing immediate verification and identification. Any and all characters are interpreted. The device is easily installed in any tape system and is completely compatible with existing equipment. Its use makes punched tape as useful as a source document. **For More Information Circle No. 253.**

DESKS

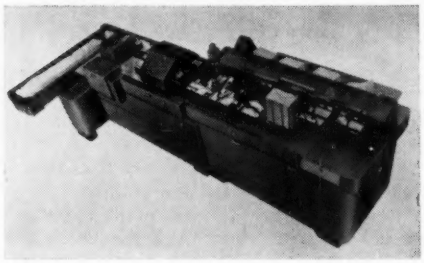
General Fireproofing Co., Youngstown 1, Ohio, unveils its 1000 Series desks designed for contemporary business interiors by one of the country's foremost architectural firms to meet the requirements of architects who favor office furniture of rectilinear design. The 1000 Series desk has clean, sharp lines perpendicular to the floor. Corners are square with no rounded edges. Full back panel and drawer heads overlap pedestal frames. A ⅛″ reveal immediately below the top gives the desk top a thin and graceful appearance. Desk

is all steel with legs and trim of satin chrome. Desk pedestals were designed to fit any job requirement. There are seven different drawer variations to choose from. Ease in installation of wiring is provided by removable end panel. Variations in

office decors can be achieved because desk is available in four decorator colors and three top patterns. The line consists of 25 models of desks and tables including a complete modular series developed to give unlimited combinations of consoles or L type arrangements. **For More Information Circle No. 138.**

MAIL INSERTER

Bell & Howell Phillipsburg Co., 14 E. Jackson Blvd., Chicago 4, Ill., announces a Phillipsburg Inserter which automatically feeds enclosures and nests others inside it—such as placing one or many



items into a booklet or an off-folded letter. Unit then stuffs all this collated and nested material into envelopes, seals them, meters postage if desired, stacks and counts up to 6000 per hour. Nesting feature will be optional on all models of Expediter and Mailmaster series of Phillipsburg Inserters. This feature, providing additional flexibility at lower cost, was engineered and developed for the special mailing needs of mail order, publishers and other users requiring such an application. **For More Information Circle No. 125.**

OFFICE CAMERA

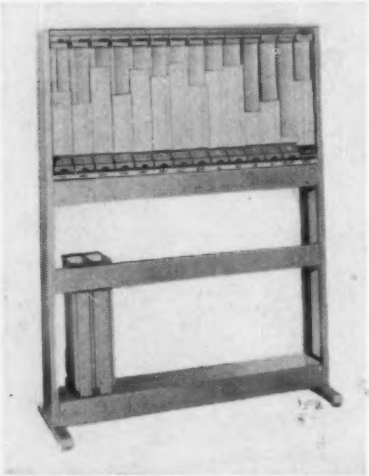
Macey Co., 13835 Enterprise Ave., Cleveland 35, Ohio, unveils a camera-darkroom combination, the Macey Litho Lab Camera, which allows office reproduction departments to make their own negatives without a separate darkroom. This self-contained unit takes only 12 sq. ft. of floorspace and can be used anywhere

since light conditions do not affect its operation. Takes only minutes to set up entire camera-darkroom and it does not need highly skilled personnel. Calibrated scales and charts take guesswork out of operation and allow operator to do professional quality work. Camera has the Goerz Red Dot 12″ color corrected lens. Enlargements up to 200% are possible, reductions can be made down to ¼ size. Halftone negatives, contact prints and color separations can be made. Unit is specifically designed for office reproduction departments and it will add to control,

convenience and speed in reproduction work as well as reduce costs of purchasing negatives commercially. **For More Information Circle No. 131.**

TAB CARD SORTER RACK

Diebold, Inc., Canton 2, Ohio, announces an all-steel sorter rack and stand for vertical processing of tab cards. The rack itself holds 14 vertical processing trays (one feed and 13 receiving) while stand provides storage for empty trays. Unit can be positioned directly behind sorter to provide easy, convenient reach



for operator. Because Diebold Vertical Processing Trays are removable, upon completion of the sort, cards are in tray and ready for next operation. Due to automatic angle design of trays, there is no space-wasting angle in sorter rack itself. Live rubber safety locks along bottom width of rack prevent tray tipping and accidental card spillage. Just below locks is a full-width label holder through which positive tray identification is possible at all times. An integral part of unit is a full-width bracing panel giving extra strength to stand while providing support for additional card trays. To compensate for uneven floors, base of stand has leveling screws. Four different installation choices are possible: sorter rack centrally mounted on stand facing front of sorter; two racks in back-to-back, counterbalanced position between machines; single rack on back of stand against a wall; double sorter racks and stands between machines. **For More Information Circle No. 185.**

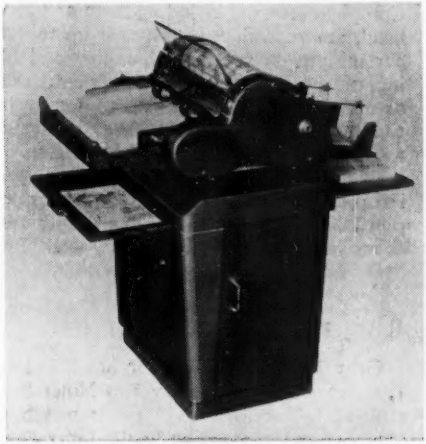
PHOTOCOMPOSING MACHINE

Electro-Rex Corp. of America, 387 Park Ave. S., New York 16, N. Y., announces the Foto-Rex Typesetter, a photocomposing machine developed to aid smaller and medium sized companies that need phototype composition at a price it can afford. This is a simple, practical and trouble-free machine which anyone can operate. It produces display copy in black and white with a sharpness of letters that

provides fine reproduction. Hundreds of complete alphabets from 14 to 72 pts. including handlettered styles are available. Each letter is a separate unit and measurements are all in printer's point system. Savings are great, since work can be done with inexperienced help in any office or shop and there are no delays in waiting for proofs. Machine is 6⅝" x 6¾" x 4½"; weighs 5 lbs. (shipping weight 7 lbs.); costs $139.50. **For More Information Circle No. 118.**

SPIRIT DUPLICATOR

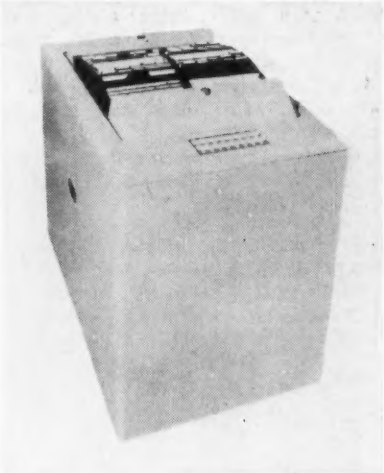
Copease Corp., Duplicating Div., 425 Park Ave., New York 22, N. Y., announces the Copease Banda Model 170 dual ream feed spirit duplicating machine that simultaneously feeds, duplicates and stacks side by side, two full reams of 8½" x 11" paper at 10,000 copies per hour, or one full ream of 14" x 17" paper at 5000 copies per hour. The machine is adaptable to any size paper from 3" x 5" to 14" x 17" by adjustment or removal of center guides



on the feed and receiving tray. It has a Master Guide that automatically picks up the master in the exact position for duplicating. A built-in master control lever clamps the master in position and, in the same motion, starts the machine. Moved in the opposite direction, the lever stops machine and releases master. A pre-set counter automatically shuts machine off when desired number of copies are completed. Direct fluid feeding from a gallon container in the cabinet base saves time and eliminates the need for constant refilling. Up to seven different colors may be duplicated simultaneously. **For More Information Circle No. 258.**

ROTARY CARD FILE

Mosler Safe Co., 320 Fifth Ave., New York 1, N. Y., is introducing a double drum Revo-File system engineered to speed the handling of active records. Using it, one person can efficiently handle all filing and posting of up to 15,000 active records. To find a card, clerk simply touches a button. Selectomatic control system instantly revolves correct drum and automatically stops it when desired section reaches most convenient position in front of operator. Cards are in an easy-to-find position and automatically open



into a visual V for quick, easy reference which also signals refiling location if a card is removed for posting. Compact unit requires little floorspace and can easily be rolled from desk to desk or department to department. Single power source operates both drums. **For More Information Circle No. 167.**

DUPLICATING PAPERS

Finch Pruyn & Co., 9 Glen St., Glens Falls, N. Y., announces that 16 lb. and 20 lb. Finch Duplicator and Finch Mimeo Bond are available in two larger sizes: 17" x 22" and 22" x 34". The two sizes have been added to enable dealers handling the line to give more complete service. Both sizes are ideal for printing 8½" x 11" letterheads and forms four-up and eight-up. Finch, Pruyn manufactures bond, mimeo and duplicator papers in both groundwood content and free-from-

groundwood papers. Finch grade is made in bond, tablet, mimeo, offset, duplicator, letterpress, converting, register bond and envelope. **For More Information Circle No. 137.**

ELECTRIC SHELF FILES

Supreme Steel Equipment Corp., 53rd St. & First Ave., Brooklyn 32, N. Y., offers the Conserv-a-matic file which, at the touch of a button, brings a desired shelf of filed material to a seated operator within ten seconds. Units come with 12, 14 or 16 shelves and one 16-shelf unit (46″ wide, 33½″ deep and 116″ high)

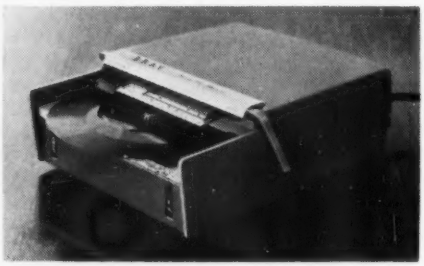
holds as much as five four-drawer files. A 110-volt motor plugs into any outlet to operate the revolving shelf mechanism. The file's open door becomes a worktop. A file clerk's chair riding on a built-in track between two rows of Conserv-a-matic files allows one employee to service a large active file without fatigue. **For More Information Circle No. 256.**

OFFSET MASTER

Addressograph-Multigraph Corp., 1200 Babbitt Road, Cleveland 17, Ohio, announces the Series 1000-5 Direct Image Offset Master which costs from one to three cents depending on size and quantity ordered. This allows high quality Multilith copies to be produced for one-fourth of a cent each, including the cost of paper. Designed for short runs of from two to 25 copies, masters are available in single sheets, continuous rolls, fanfold packs and unit sets, particularly suited to systems reproduction. Masters may be blank or have any form printed on them and information can be added with pen, pencil, typewriter and a wide variety of business machines. Complete records, including form or letterhead, are reproduced at speeds up to 125 per minute. Preparation, handling and filing of the master is comparable to that of an ordinary sheet of paper. It may be run through a Multilith offset duplicator without machine adjustments. Thus, by making a master from the original master, information can be perpetuated for future reproduction with or without additions, deletions or substitutions of data. **For More Information Circle No. 248.**

DICTATING MACHINE

Gray Mfg. Co., 16 Arbor St., Hartford 1, Conn., makes the Gray Key-Noter Secretarial, a transistorized disc transcribing machine and companion to the Gray Key-Noter Executive dictating machine. It

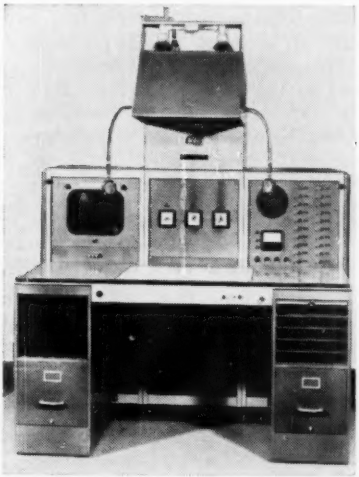


measures only 8¾″ x 6¾″ x 2¾″ and weighs 5 lbs. 10 ozs. It is easy for even the beginner to use and is compatible with the rest of the Audograph line. Corrections and instructions are illuminated on the index strip to speed transcribing. Secretary can scan entire disc, backwards or

forwards, in one second. Index pointer indicates her position on the record at all times. Full voice fidelity reduces listening fatigue. Listening devices for use with one or both ears will not muss hair-do's. Easily attached foot control is also available. Machine comes in dark blue, russet, bronze brown, gray or green; costs $299.50. **For More Information Circle No. 255.**

TELEVISION FILING SYSTEM

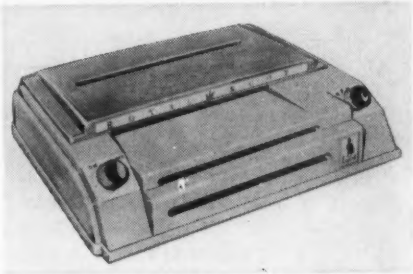
Dage Television Div., Thompson Ramo Wooldridge Inc., Michigan City, Ind., makes a system for instantaneous access to visual data by any number of offices or throughout a factory. Called Dial-Data, the system's data console is equipped with a closed-circuit TV camera and racks of records, files, information sheets, schedules



or other constantly changing data. Automatic dial equipment determines which rack is viewed by camera, and what information is transmitted. Individual dials at each remotely located monitor permit users to dial for visual information. Dial-Data is an adaptation of the firm's Weathervision TV system in use at Air Force and Navy bases to speed weather briefings of flight personnel. Cost for a basic Dial-Data closed circuit TV installation is approximately $20,000. **For More Information Circle No. 211.**

PHOTOCOPIER

Hunter Photo-Copyist, Inc., 566 Spencer St., Syracuse 4, N. Y., announces the Royal Scot line of photocopiers of which the Laird is a complete photocopying unit and the Highlander is a separate multicopy processor. At less than 5c a print, the Royal Scot copies originals up to 12″ in width and length. It makes any number of



copies from one negative or master, and there is no guesswork because exposures are pre-set for best results from any original. Prints may be readable negatives (from originals printed on one side only) or positive black-on-white, from any original. Negatives may be stored for reruns at any time. Only one negative is needed to make thousands of perfect copies. Ruggedly constructed of high impact plastics, fluids in the Laird are premixed and ready for instant use. Only a small amount of fluid is necessary. No bottles are kept in the machine. Prints are almost dry and ready for use in seconds because the copy paper is kiss-coated, rather than immersed in the fluid. Prints are true photographic copies of the original; nothing is left out. The machine is 23½″ x 15″ x 5¾″, has 70″ per minute exposure speed and 56″ per minute development speed. It operates quietly with nylon gears and sprockets from a 1/50 hp motor on 110-volts, 60 cycle single phase. **For More Information Circle No. 191.**

For More Information Circle No. 381

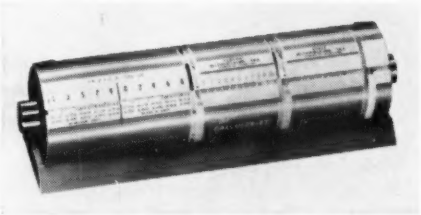
SEMIDISPOSABLE TOWEL

Non-Woven Fabrics Div., Chicopee Mills, Inc., 47 Worth St., New York 13, N. Y., is marketing Masslinn Towels, a textile product made by a low cost non-woven process. Towels have appearance of a woven fabric, are soft and absorbent, suitable for a wide variety of wiping applications. Non-woven fabrics are a new

textile development which find excellent outlet in Masslinn Towels for hand wiping, equipment cleaning, polishing and similar uses in the office, etc. The fabric towels are durable enough for considerable use in the light-to-medium wiping range and are inexpensive enough to discard at the user's convenience. For a free sample and detailed information, **Circle No. 206.**

PAYROLL TAX COMPUTER

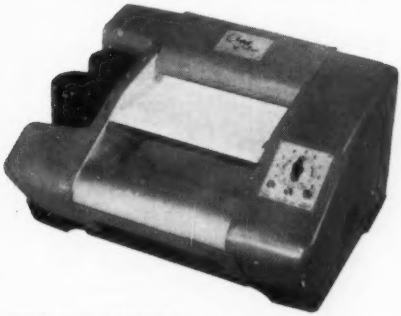
Ayres Corp., Box 1081, Wilmington, Calif., announces that state withholding taxes have been added to its payroll tax computer line with the addition of the



Calculer-FS for 1960 rates. Offering government approved, accurate payroll tax deductions for federal F.I.C.A., federal withholding tax, and state withholding tax for N. Y., Mass., Md., and N. C., the

NOW! WITH QUICK SILVER

Make paper negatives for offset plates...only 5 cents each ...right in your own office



a completely new photocopy process

In 25 seconds, for only 5¢ each, you can now make paper negatives for burning in sensitized plates... paper, plastic, aluminum or zinc. There is no faster or cheaper method on the market!

Compare this with the cost of making a film negative using your own equipment: the film alone costs twenty-five cents; developing material is additional. And, it takes about 30 minutes! If you send out to have a negative made the cost is about $1.50; $2.50 to have a plate made outside.

With Quick Silver in your office, you can make your negative in less than half a minute! No phone calls to outside suppliers; no waiting for pick-up; no waiting for delivery. Quick Silver negatives have high fidelity, can be opaqued, stripped and masked easily.

You'll find dozens of other uses for your Quick Silver copy machine, too. Using a single sheet it will make a good copy of **anything**... even a blueprint or photostat. It will make an unlimited number of copies from one master... today, tomorrow or next year.

Here's another saving: Use Quick Silver for making top-quality proofs of either film or paper negatives to be submitted to customer for approval before burning in plate.

FREE demonstration or FREE literature is yours for the asking. Use the coupon below.

PEERLESS PHOTO PRODUCTS, INC.
Shoreham, L. I., New York

PEERLESS

Gentlemen:

☐ I'd like you to show me, in my own plant, how Quick Silver will make paper negatives for offset in 25 seconds for only 5 cents each.

☐ Please send me literature about Quick Silver.

Name_____

Address_____

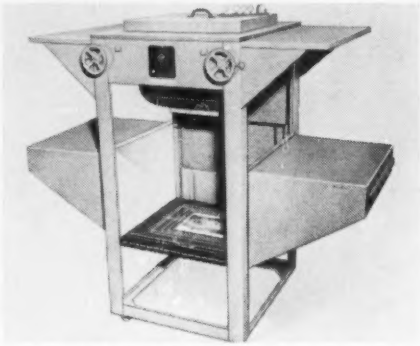
Company_____ 0-12

For More Information Circle No. 303

Calculer-ES is 13½″ long, 4″ high, and weighs only 16 ozs. It is priced at $24.75. Drums are interchangeable for varying pay periods. Should tax rates change, design permits new drum-charts to be quickly affixed. For descriptive literature, **Circle No. 141.**

VERTICAL CAMERA

M. P. Goodkin Co., Dept. P, 112 Arlington St., Newark 2, N. J., announces a 24″ camera that is precise, compact and simple to operate. This economical vertical camera has broad applications in office and plant reproduction departments for exposing line and halftone negatives to 18″ x 23″ while performing many other functions. A low initial investment in equipment enables many small companies and small departments to realize the savings in time and money inherent in owning their own camera for offset duplicating, copying of engineering drawings and contact prints. The Camera Lucikon 24 has a wide angle lens made specifically for it by Goerz to make enlargements and reductions up to 233%. Precision tracking, easily accessible and accurate calibration controls, and an automatic exposure timer enable anyone to operate the unit. It occupies 28″ x 60″ floorspace and can be used inside or outside a darkroom. Lights move with copy and are adjustable to 360° with reflectors to assure balanced lighting. Because lights are the same distance from copy throughout entire range of camera



as we see it . . . a practical

1

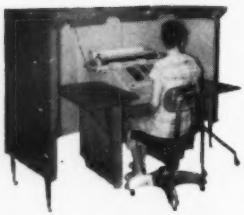
2

3

Statistical **or** ***Emotional,*** **the constant clatter from modern automatic office equipment jangles a gal's nerves and cuts down on her efficiency.**

Since my boss has installed a Gates Acoustinet I work faster and maintain better production with less mistakes from the equipment I operate.

I now operate the automatic machine with confidence that I'm not bothering other personnel in the office — Gates Acoustinet helps me to be more relaxed.

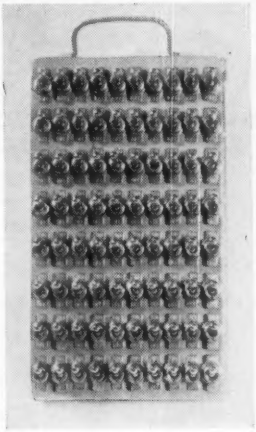


For More Information Circle No. 385

settings, no calculations are necessary to compensate for lighting, nor is it necessary for operator to adjust lights for every exposure. Calibration system is directly gear driven which results in instantaneous reaction on copyboard and lens, as well as from hand wheel, counter and platform. Rigid support of copyboard, lighting and frame minimize transmission of shock and vibration that could blur photographic image. A self-focusing vacuum back equipped with adjustments for various film sizes is standard equipment. Since this back permits focusing on it, extra focus glass is eliminated. Optional are a xerographic head and a prismatic head. Latter head makes right reading adjustments to a required size for art or copy. **For More Information Circle No. 186.**

SWITCH CONTROL PANEL

Edward Ochman Systems, Box 141, Fairfield, Conn., announces the Ockie-Switch 80-80 514 Reproducer Board which minimizes error and eliminates time-consuming pulling out and replacing manual or fixed wires in 514, 513 or 552 control panels. Because it is permanently wired and flexible it reduces supervisory requirements and requires less knowledge



to operate. The Ockie-Switch panel will reproduce 80-80 and compare 80 columns; reproduce with field elimination and compare on all columns being reproduced;

investment to quiet.....

OFFICE MACHINE NOISE!

Gates Acoustinets are scientifically engineered units designed to stop office machine noise at its source. Quiet offices are more efficient offices.

Write for details. Give machines, makes, models you use and measurements.

Gates ACOUSTINET INC.,

612 SPAULDING YATES BLDG., SHERIDAN DR., TONAWANDA, N. Y.

For More Information Circle No. 385

gang punch; simultaneous reproduce, gang punch and compare all columns being reproduced; gang punch previously punched cards; and intersperse gang punching. The Ockie-Switch can be rented or purchased with rental charges applied to purchase price. **For More Information Circle No. 126.**

CLEANER-TRANSPARENTIZER

Ozalid Div., General Aniline & Film Corp., 42 Exchange St., Johnson City, N. Y., is marketing CTS, a liquid for transparentizing, cleaning and sealing intermediates and one-sided materials. It is especially suitable for transparentizing opaque paper for use as masters in making offset printing plates, diazo and silver emulsion reproductions, cleaning soiled records, restoring vitality to deteriorated paper, removing pencil lines and smudges from paper or linen and providing tamper-proof master file copies. CTS provides for sharper, cleaner and faster copies of engineering drawings, blueprints, photocopies, and any typed, written or printed matter. Many applications for CTS can be

found in sales departments in transparentizing photographs, newsletters, bulletins and catalog sheets for reproduction. Real estate companies can use this method for property listings. Oil companies can use it for maps, specification sheets, engineering

DATERS

for SMALL and LARGE SPACES

FORCE Daters fit the space of all office forms. Model 400 is ideal for narrow spaces—inventory, ledger, sales cards etc. Date changes with stylus. Model 450 is all-purpose dater; month changes automatically after 31st day change. Bold day figures are easy to see.

Write for Catalog

WM. A. FORCE & CO., Incorporated
216 Nichols Ave.
Brooklyn 8, N. Y.

Sales Offices NEW YORK • CHICAGO • SAN FRANCISCO • MONTREAL

For More Information Circle No. 426

Mark of An Efficient, Waste-Free Office—the COLLAMATIC

New 1960 Collamatics with "APC" are lower priced than ever, and more versatile than ever. Shown is the 16-bin model #1600.

YOUR SAVINGS CHARTED IN ADVANCE

. . . Few types of office equipment give the actual cash savings obtained with Collamatic Collators . . . savings that can be charted for you in advance with the Collamatic "Collating Survey and Analysis Form." In a typical office, a Collamatic will return 165% or more a year on its cost.

1960 MODELS NOW READY . . . Leaders in Collamatic's 1960 line of electrical collators include the compact, moderately priced "APC" models . . . now lower priced and more versatile than ever before, with larger bins, larger trays, provision for collating sheets in a larger range of sizes. Up to 30-sheet sets collated at one time . . . with the greater speeds obtained with APC automatic timing.

***FREE*—Write for free copy of our "Collating Survey and Analysis Form" and Collamatic literature.**

COLLAMATIC®
Corporation
WAYNE, NEW JERSEY

COLLATORS FOR EVERY SIZE AND TYPE OF OFFICE

DESK-TOP COLLAMATIC
Electric collator for only **$149.50** complete.

COLLATOR STAPLER-STACKER
8 Times Faster than by hand.

COLLAMATIC "15"
Inexpensive, fully automatic . . . collates, jogs, counts, staples and stacks automatically.

Developed and Engineered by W. E. Thomas, The Inventor of Modern Office Collators.

For More Information Circle No. 316

BEST WAY TO JUDGE A DICTATING MACHINE

LISTEN

DICTATING-TRANSCRIBING MACHINE
only $179.95 Incl. Fed. Tax
FULL YEAR GUARANTEE

Fidelity Makes The Difference

400 secretaries, questioned by a leading magazine about dictating machines, listed fidelity as the most important feature they looked for in a machine.

These experts know fidelity makes the difference ... to you when you're dictating or listening ... to your secretary when she's trying to catch every word you said for transcribing. Try the new Geloso StenOtape; you will be amazed at its fidelity. You'll hear yourself just as clearly as you spoke!

"Ease of operation" was the second most wanted feature. Dictating to StenOtape is actually pleasurable. An exclusive relaxed dictation system (no hand mike) takes down everything you say ... even though you have papers in both hands, or walk about the room. Perfect for conferences, too. StenOtape registers up to 30 feet away, up to 2 hours on one reel of endlessly re-usable standard magnetic tape.

StenOtape is compact, ready for instant travel anywhere in its convenient attache case. Weighs only 6½ lbs. Accurate, jamproof, trouble-free. Best of all, after fidelity and easy operation, is its versatility. StenOtape has dozens of uses: in the office, at home, on the road — for dictation, conferences, sales reports, interviews, phone talks, and more. So versatile, in fact, it's fun to take home; it tapes and plays music, too!

Yes, StenOtape fills the bill on all counts for secretaries who want the best, and businessmen who want more machine for less money. StenOtape, at only $179.95, tax included, saves you money when you buy it, both time and money as you use it.

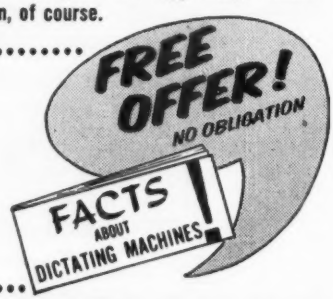
FREE! FACTS BOOK

For complete information about all dictating equipment, read "The Facts About Dictating Machines." This 16-page illustrated book — for the first time anywhere — tells all the important features you should look for. Plus 50 new ways to save time and money in any business. Send for your free copy today. Without obligation, of course.

American Geloso Electronics, Inc., Dept. 30
251 Park Avenue South, New York 10, N. Y. AL 4-2282

☐ Please RUSH, without obligation, new free 16-page illustrated book "The Facts About Dictating Machines"

Name .....
Company .....
Address .....
City .....Zone .....State .....



GELOSO STENOTAPE

For More Information Circle No. 302

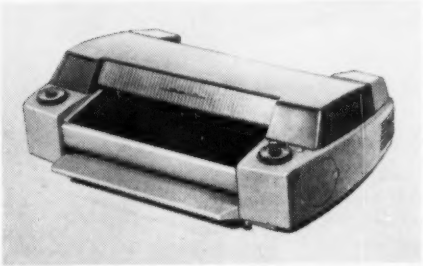
drawings. Advertising agencies can transparentize copy, typeset matter and artwork. CTS is available in aerosol spray cans. **For More Information Circle No. 175.**

OFFSET DAMPENER ROLLERS

Rolcor Products, Inc., 133 Prince St., New York 12, N. Y., announces the Perfex system of disposable dampeners which eliminate changing molleton covers for the 1250 Multilith Repellex unit. A complete roller with the covers already applied, a set of Perfex rollers are low enough in cost to be thrown away, core and all, after use. Only one minute is needed to remove and replace a set of Perfex disposable dampeners. **For More Information Circle No. 184.**

DIAZO & PHOTOCOPIER

Copymation, Inc., 5650 N. Western Ave., Chicago 45, Ill., announces its Dart desk-top all-purpose copymaker in 13″ and 18″ sizes. Dart is designed to expedite office and plant system procedures. It economically enables anyone to make photographically exact, same-size copies of forms, letters, charts, diagrams, drawings or any translucent original. Makes any number of copies from the same original for a material cost of less than 1c per letter-size page. Reproduces up to 13″



and 18″ widths in any length. Through the semimoist diazo process, Dart delivers clear, opaque, black-on-white semidry finished prints which can be used immediately. Photocopying is a bonus feature. Both Dart models include a second lamp

Complete your line with the Sengbusch nine...

Faster Selling Office Aids

Everyone's selling more Sengbusch Distinctive Office Essentials! Chances are, your morning mail was signed, sealed, and delivered to file, through the aid of these eye-and-buy styled Quality Desk Items. Free sales promotional pieces. Write for details.

Sengbusch®

12-12 Sengbusch Building
Milwaukee, Wisconsin

For More Information Circle No. 367

NOW! an Office Pencil Shaped to the Fingers

TRYREX

Designers and draftsmen who use a pencil **all day**, recommend this new, natural shape.

There's real economy and efficiency in the new **TRYREX** shape! Extra thin leads keep point longer. Resharpen quickly due to small gauge lead. Made in five hardness degrees. Order Royal Scott or Futura—six to a cellophane package—from your dealer, or write to us.

IMPORTANT: They cost no more than ordinary pencils.

Futura-- in Pink

ROYAL SCOT — in Black

Richard Best
Pencil Company

Springfield, New Jersey

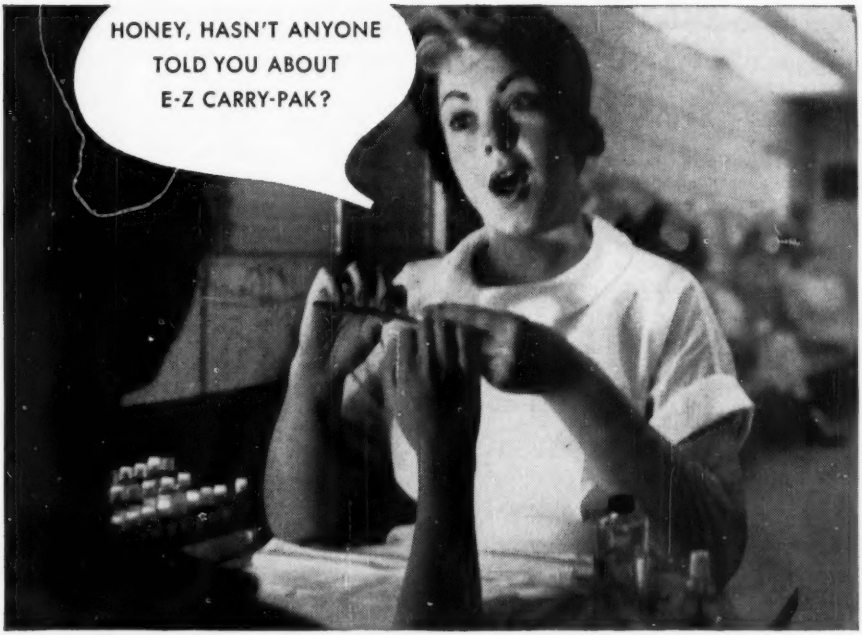
For More Information Circle No. 393

for exposing standard photocopy papers. Thus, with an inexpensive accessory processor, it is a photocopy machine. The Dart is attractively designed and finished in two-tone baked enamel. Equipped with 800-watt lamp. Simple and clean to operate and maintain; no venting is required. Plugs into standard 115-volt AC outlet. Easily portable. For descriptive Bulletin 59-D-1, **Circle No. 108.**

LINE COMPOSING CAMERA

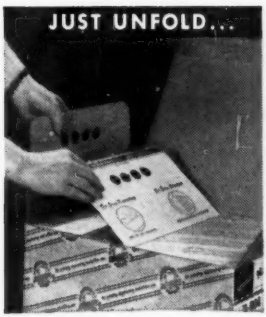
Lithoid, Inc., 232 Cleveland Ave., Highland Park, N. J., announces its Compos-O-Line Sequential Card Camera for automatic transferal of original source data from file cards to film or paper, ready for reproduction. The end product is a photographic negative with the data from the cards in galley, list or tabulated form, as desired, ready for making offset plates.

Device can also produce a positive or negative image on sensitized paper for other reproduction processes. Original data can be written, typed or imprinted from type on any card. Position on card is not important. Filed cards are basic data source for the operation. When any or all data is to be reproduced, cards are sorted and arranged in desired sequence manually or by sorting equipment and placed on feed plate of camera which automatically photographs the information on the



ONLY GRAPHICOPY® PAPERS FEATURE THE NAIL-SAVING E-Z CARRY-PAK*

No bent fingernails—no chipped polish with Hammermill Graphicopy's exclusive E-Z Carry-Pak. Just unfold the two handles, and lift. Out comes five packages of Hammermill Graphicopy papers slick as a whistle. You don't have to dig them out one at a time. Graphicopy papers run right on any kind of office printing and duplicating machine. And they give the kind of results any boss will appreciate – clean and crisp and colorful. Tip him off today – about new Hammermill Graphicopy papers.



HAMMERMILL GRAPHICOPY PAPERS®

*patent pending

For More Information Circle No. 301

get a Silhouette
America's finest Ball-point pencil

- Entire pen costs less than most refills alone. No bother or mess to change.
- Precision - made, smooth - writing ball point for home, school or office.
- Ample ink supply for long writing.
- Non-smear ink in permanent blue, red, green or black.
- Guaranteed dependable performance.
- Repro-black and fine point also available at slight extra cost, 24¢ ea.

the slim, trim, Silhouette
"World's greatest ball-point pencil"

NOW ONLY 19¢ EACH
Cheaper by the dozen.

Send for a FREE sample today
HANOVER PEN CO.
Hanover 8, Pa.

For More Information Circle No. 420

"SPLIT-SECOND"
PAYROLL TAX COMPUTER

PAYS FOR ITSELF IN 30 DAYS

THE Ayres CALCULER-D

A twist of the fingers, and complete F.I.C.A. and Withholding Tax deductions appear on a single line, right before your eyes. Cuts figuring time in half. Used by concerns employing from 2 to 20,000. $15.70 postpaid.

Interchangeable drums permit changeing charts for tax revisions. Used for any payroll schedule. Government approved calculations.

SOLD ON 30 DAY TRIAL GUARANTEE
See your local stationer or write to:

AYRES CORP • Box 1081 WILMINGTON, CALIF.

For More Information Circle No. 421

cards. Film or paper produced by camera is in complete page format including all required heads, subheads, rules, page numbers, etc., ready for processing in automatic machines or by standard darkroom techniques. System eliminates proofreading since information from original source data is transferred photographically. Adjustments on camera provide 200% enlargement or 50% reduction of data. Linespacing is adjustable to suit page lengths. Camera operates at 7200 exposures per hour with viewing area adjustable from 3 pts. to 3½". Any kind of card can be used from 3" x 5" to 5" x 9". Film width can be 2½" to 9¾" with a maximum length of 200 ft. Sensitized paper rolls up to 400 ft. can be used. Machine requires floorspace of 2 x 5 ft. and is 52" high. Standard 115-volt single phase AC is only power requirement. Weight is 750 lbs. and entire camera is mounted on casters for easy mobility. No special training is required to operate it. For descriptive literature, **Circle No. 122.**

BOOK COPYHOLDER

Standard Sales & Distributing Co., 3532 Fletcher Drive, Los Angeles 65, Calif., makes the Standard Supreme Folding Copyholder that fits any size book and makes text easy to copy. Adaptable to

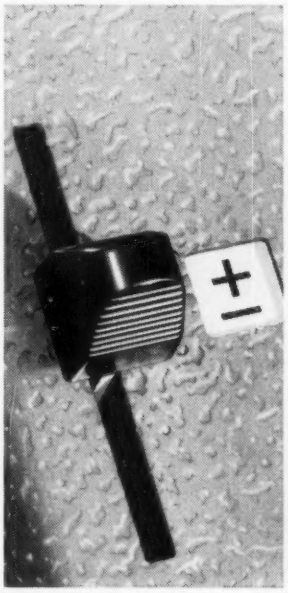
every type of copywork, it is described as the copyholder with a line guide that also holds books. Guide curves with pages and rubber tipped arms keep pages open. Mounted on rubber pad, it costs $8.85 delivered on money-back guarantee. **For More Information Circle No. 113.**

Victor's new, completely automatic printing calculator with the

New Simpla-Key

Lets you automatically multiply, add, subtract, or divide with a flick of One Key!

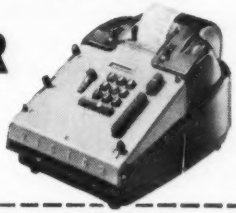
Flick Up to Multiply



Center to Add, Subtract

Flick Down to Divide

VICTOR Automatic Printing CALCULATOR



Imagine! Multiply, divide, add or subtract with the new Victor Calculator—all automatically! Just flick the Simpla-Key—enter figures as you'd write them—and the machine does the rest. Unbelievable!

A printed tape, with a true symbol, identifies figures entered and operation performed. See the unique Victor Calculator today. Convenient terms. See "V" for Victor in the adding machine section of the Yellow Pages.

VICTOR ADDING MACHINE CO., CHICAGO 18, ILL.
Victor Adding Machine Co. (Canada), Ltd., Galt, Ont.
Manufacturer of Business Machines, Cash Registers, Business and Industrial Systems, Electronic Equipment, Electri-Cars.

Victor Adding Machine Co., Dept. O-1259
Chicago 18, Illinois

Send me complete new brochure on Victor Automatic Calculator.

Name _____

Company Name _____

Address _____

City _____ Zone ____ State _____

For More Information Circle No. 350

REDIFIXT BUSINESS FORMS CUT COSTS

CARBON INTERLEAVED FORMS
Standard and custom printed for every purpose.

REGISTER FORMS
for all registers.

W-2 and other TAX FORMS

MARGINALLY PUNCHED BOOKKEEPING FORMS
for Burroughs, Remington, I.B.M. and other bookkeeping machines.

Forms available on NEW NCR (no carbon required) PAPER

Whatever your requirements, there's a REDIFIXT form to speed your paper work, save clerical time . . . accurately printed on modern high speed presses to provide reliable deliveries, economy prices.

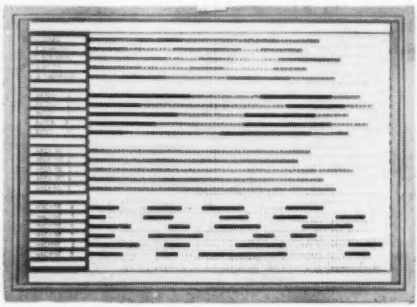
FREE!
Big new catalog illustrates part of the wide range of REDIFIXT Business Forms. Write or phone for your copy today.

CONSOLIDATED BUSINESS SYSTEMS, INC.
30 VESEY ST., N. Y. 7, N. Y. BArclay 7-3687

For More Information Circle No. 213

CONTROL CHART

Art Metal Construction Co., 41 East 42nd St., New York 17, N. Y., makes the Unigraph wall chart for either continuous or broken line charting of production, inventory control, sales analysis, machine loading, dividend payment schedules and many other applications. This completely mechanical and self-contained chart has plastic cylinders divided into five colored segments. By rotating each Unisignal to a designated color, every phase of production (machine running time, down-time, waiting for parts, start and completion dates, etc.) can be recorded. A color photo of Unigraph can eliminate record transcription and duplication in multiplant



operations and provide a quick method for disseminating or centralizing control records. Pictures also serve as permanent job histories as the board records new work cycles. The Unigraph comes in 11 standard models with from one to 25 lines, 12 to 82 cylinders and one to five columns. When security or privacy is required, models with transparent or opaque doors are available with or without locks. Outstanding features of Unigraph are the built-in colors; individual scales for each line of information; provisions for additional coding on each scale line; fully variable color sequence; simplicity of operation and adaptability of design for concise appraisal of complex data. Some offices use Unigraph for tabulating machine scheduling. **For More Information Circle No. 249.**

Henry F. Zartl,
Manager, Teletype Dept.,
The DoALL Company,
Des Plaines, Illinois

DoALL's "Sameday Service" assured by Teletype

Over 100,000 customers have immediate access to the DoALL Company's $2 million dollar centrally located cutting tool and gage inventory.

Here's how it works. If a customer requests an out-of-stock tool at any of DoALL's 37 sales-service stores, an order is dispatched in seconds via a Teletype printer to DoALL's central warehouse.

The request, received in printed form, is processed in a matter of minutes. The order is filled, packaged and shipped—all in an average time of two hours from receipt of request.

For customers—reduced inventory, wider choice. The speed and accuracy of Teletype equipment makes the entire DoALL inventory of 15,000 items immediately available to the customers.

For DoALL—more, profitable business. Offering immediate delivery on hard to find, non-standard cutting tools brought in more business.

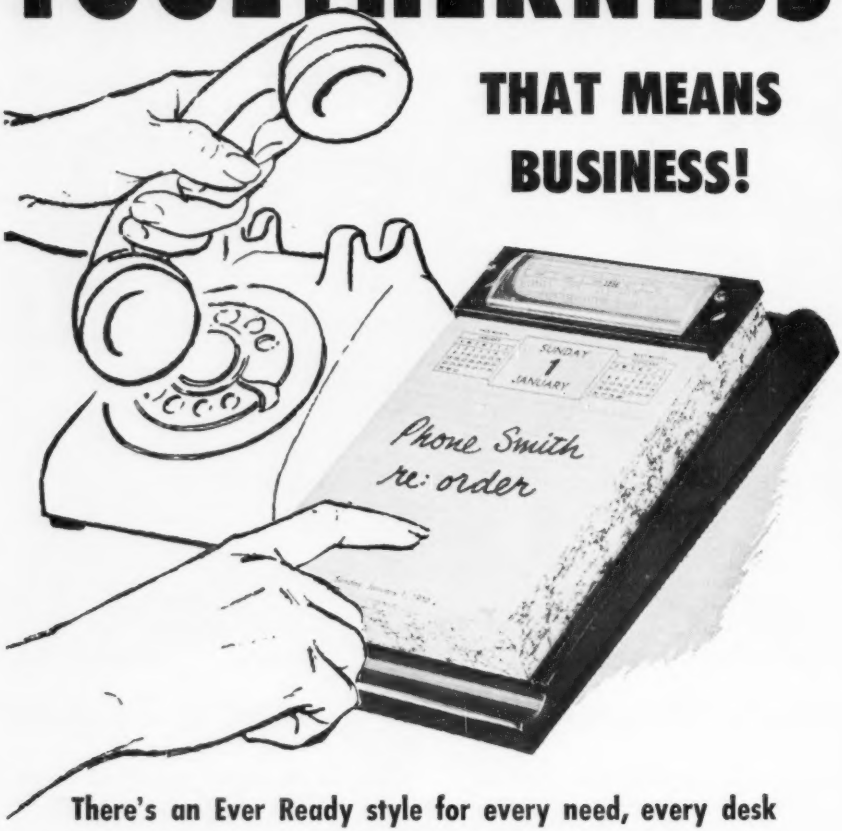
More information. If you would like more information, please write to Teletype Corporation, Dept. 32-M, 4100 Fullerton Avenue, Chicago 39, Illinois.

TELETYPE®
CORPORATION
SUBSIDIARY OF *Western Electric Company* INC.

For More Information Circle No. 300

TOGETHERNESS

THAT MEANS BUSINESS!



There's an Ever Ready style for every need, every desk

The desk calendar and the telephone are working tools that keep business moving—*ahead!* And now is the time to order your 1960 Ever Ready refill or complete calendar. Telephone the Ever Ready dealer in your town TODAY.

America's No. 1 desk calendar

The EVER READY Calendar

EVER READY CALENDAR MANUFACTURING CO.
150 BAY STREET • JERSEY CITY, NEW JERSEY

For More Information Circle No. 322

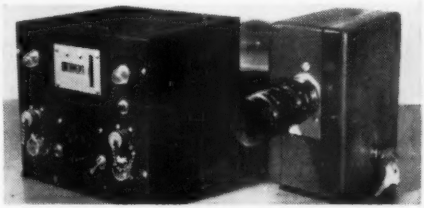
ADDING MACHINE

International Calculators Ltd., 3493 Cahuenga Blvd., Los Angeles 28, Calif., announces the Schubert electric ten-key adding machine designed for touch oper-

ation. Machine operates silently and a locking device guards against improper operation. Setting indicator is easy to read. Minus numbers and negative balances print in red on the tape. There are total and subtotal keys, and a repeat key for multiplication. Machine takes standard ribbons. Model KS lists nine, totals ten digits; costs $285. A duplex, two-register model is also available. **For More Information Circle No. 241.**

SECURITY SYSTEM

United Electronics Laboratories, 3947 Park Drive, Louisville, Ky., makes the Cam-Eye Camera for photographic detection of thefts and vandalism with pictorial



identification of the culprits. Cam-Eye takes still sequence pictures, instead of motion pictures, to condense up to two

"Secretaries never die . . ."

They just stay young indefinitely*—that is, if they use Kee Lox Grip-N-Pull carbon paper. Ask any girl who is already using it (and note how fresh and vivacious she looks—even at quitting time). She'll tell you what nice copies she gets, how clean they are. And she'll be equally enthusiastic over Grip-N-Pull's other features—automatic warning of last typing lines, automatic rotation, automatic alignment.

You too can stay young indefinitely* by letting Grip-N-Pull carbon paper make your work easier and pleasanter. And your boss will be interested in knowing that Grip-N-Pull, with all its advantages and long wear, still costs no more than regular carbon paper which does not have the exclusive patented features of Grip-N-Pull.

**The only exaggeration (one we hope will cause a smile) in this message.*

Over 60 Years of Good Impressions

KEE LOX MANUFACTURING COMPANY

CARBON PAPERS AND INKED RIBBONS

Sold through KEE-LOX branches and selected independent stationers

Attach to letterhead and mail to

Kee Lox Manufacturing Company
Dept. O-129, Rochester 1, New York

Send free samples of Grip-N-Pull to:

NAME_____

ADDRESS_____

For More Information Circle No. 368

Branch manager wants secretary –frequently!

"He isn't a bad guy to work for, except for one thing. He dictates a bulletin for dealers, from three to eight pages, every Thursday. A letter shop delivers 750 copies late Friday afternoon. It would be darn near seven before I finished mailing the bulletins . . . Which is why he needs a new secretary so often!"

If mailings disrupt work schedules, bring on crises, run into overtime, you should have the new Pitney-Bowes Model 3300-FH—a small, low cost combined folding and inserting machine.

The 3300-FH will fold and stuff into envelopes 500 single sheets in 8 minutes. Additional enclosures are made by another run through the machine.

PITNEY-BOWES Folding & Inserting Machines

Made by the originator of the postage meter . . . 122 offices in the U.S. and Canada, with nationwide service coast to coast.

The 3300-FH handles letters, cards, invoices, leaflets, even stapled sheets.

It is easy to operate, can be set by anybody, without tools, in less than a minute. The inserter unit can be used separately or attached to any Pitney-Bowes folding machine.

For daily or infrequent mailings, this folding and inserting combination is a real convenience, and a great time, cost and morale saver in any office. It speeds up mailings, permits one girl to do the work of several, and more efficiently.

Call any PB office for details. Or send coupon for free illustrated booklet and case studies.

The larger Model 3100 Inserting Machine, with up to six stations, stuffs as many as six enclosures at speeds up to 6,000 an hour. And can be attached to a PB postage meter mailing machine.

PITNEY-BOWES, INC.
3466 Crosby St., Stamford, Conn.

Send free illustrated booklet and case studies on PB Folding and Inserting Machines.

Name _____

Address _____

For More Information Circle No. 292

NO OTHER PAPER CUTTER BUILT SO WELL TO SELL SO LOW

'Triumph'
the precision Paper Cutter

SIZES:
14" and 18"
(20½" MICHAEL MODEL)

FOR OFFICE, BOOKKEEPING AND DUPLICATING DEPARTMENTS

For every business: Banks, hospitals, insurance companies, industrial organizations with duplicating departments, stationers, photo finishers, small printers, lettershops, mimeograph, offset shops, advertising agencies, schools and colleges.

Order from your dealer or

MICHAEL LITH sales corp.
145 West 45th Street, New York 36, N.Y.

• Dealer: Write For Profitable Sales Plan.

For More Information Circle No. 394

Bedinghaus
Business Forms
COMPANY

333 West Court Street
Cincinnati 2, Ohio

GA 1-7111
Telefax FBD

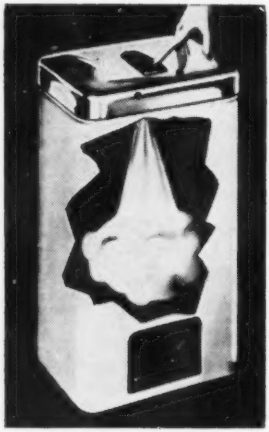
formerly Modern Business Forms Mfg. Co.
Tabulating and snap-apart sets litho'd on Carbon Interleaved or NCR paper.
Write for new price lists.

For More Information Circle No. 395

weeks of time on a single roll of film. This makes it economically feasible to steadily record all activity of customers and employees, and provide pictorial record of possible thefts, wastefulness or dishonesty. Unit eliminates limitations of human element in case of emergency. Once Cam-Eye controls are pre-set, system operates electronically to take sequence pictures at any desired time interval. It operates automatically, turns on for as many hours of the day or night as required, and then shuts off. For descriptive literature, **Circle No. 251.**

WASTE RECEPTACLE

Woodlets Inc., 2048 Niagara St., Buffalo 7, N. Y., announces Air-San, a smooth, foot-operating waste receptacle with patented Magi-Close for completely noiseless closing. An individual Ozium sanitizing spray dispenser is built into each unit. Unwanted odors are eliminated with



push-button speed. Rust-proof Epon-coated removable liner is stain-proof and impervious to most chemicals and alkalis. Streamlined and finished in white with chrome top or popular silvertone, it is designed to harmonize with most furnishings and equipment. Size is 11½" x 11" x 19". **For More Information Circle No. 144.**

ONE WILL GET YOU TEN...

Imagine . . . not 5 . . . but
10 COPIES FROM 1 NEGATIVE!

Copycat®

For More Information
Circle No. 450

WORLD'S FASTEST PHOTOCOPYING MACHINE AT ANY PRICE

COPIES ANYTHING: Clean reproductions from any material, any ink, all colors — and red too.

ECONOMICAL! Cuts cost of photo copies in half.

CONVENIENT! Needs no warm-up time — ready to use at the flick of a switch.

DURABLE! Lifetime construction — engineered for years of service.

COMPACT! No extra equipment needed. Space-saving wall mount, or, if preferred use it on the desk.

AUTOMATIC! Electrically-driven components eliminate hand operations — just feed paper into slot — the machine does the work.

SAFE! No unpleasant odors or fumes, no blinding lights, no hot grids, no messy trays.

SIMPLE TO OPERATE! You'll learn the knack in less than 5 minutes.

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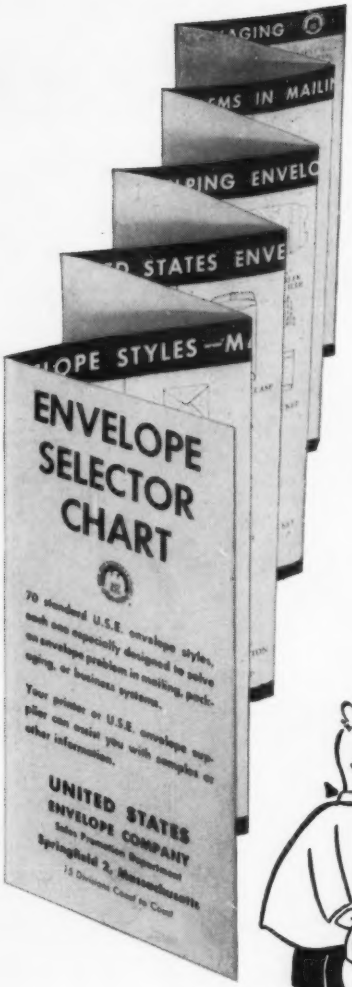
COPYCAT CORPORATION
215 4th Avenue, New York, N. Y.
Will you have your representative arrange a no-obligation demonstration for me?

NAME_____

ADDRESS_____

CITY_____ ZONE_____ STATE_____

O-12



The right envelopes in the right size — *and right at hand* — will help you speed operations and reduce costs in mailings, business systems and packaging.

This new envelope selector chart shows 70 U.S.E. envelopes, and lists standard sizes for each style. It will give you some good ideas! . . . for example, snap-fastener envelopes for intra-office communication; large, husky "Flat Mailers" that signal "First Class" or "Air Mail" in *every* post office; "Outlook®" window envelopes that say "Thank You" . . . . For a free copy of this Envelope Selector Chart pin this ad to your letterhead.

"You get the idea, George?

When a man wants to select the right envelope in the right size, he looks in this chart and there it is!"

O-3

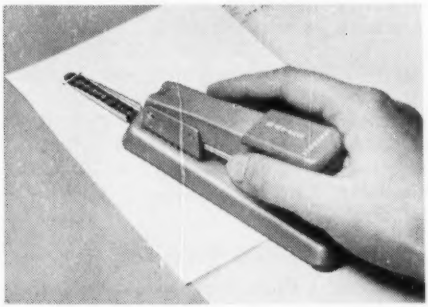
UNITED STATES ENVELOPE COMPANY

Springfield 2, Massachusetts . . . Divisions from Coast to Coast. U.S.E. makes more envelopes for more people to use in more ways than any other manufacturer in the world. Also Paper Cups, Transparent Containers and Linweave Quality Papers and Envelopes.

For More Information Circle No. 287

STAPLER, REMOVER

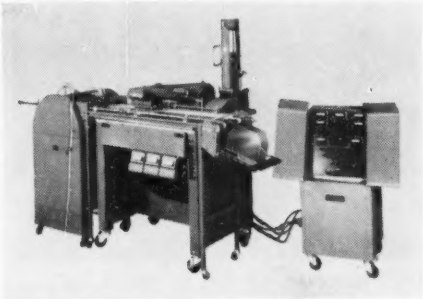
Bates Mfg. Co., Orange, N. J., makes a stapler with its own staple remover. Called the Bates Stowaway, it takes 105 standard staples and has a folding,



chrome-plated staple remover fastened underneath the base. When staple remover is not being used, it is snugly tucked away, out of sight, underneath the base. The Stowaway is of all steel construction, finished in a soft, dawn gray with a matching gray plastic knob. It can be also used as a tacker or as a hand plier. Price is $3.45. **For More Information Circle No. 200.**

ADDRESSING MACHINE

Addressograph-Multigraph Corp., 1200 Babbitt Rd., Cleveland 17, Ohio, makes the Addressograph Class 2000 with Electric



Selector that can make 2,100 decisions per minute from up to 19,500 items of information. In a single machine run it will

HOT WAX SPOT CARBONIZED

Business Forms by TRANSKRIT

If you use business forms (and who doesn't?), you must investigate the time-, space- and work-saving features of TRANSKRIT spot carbonized business forms!

Non-smudge TRANSKRIT spot carbonizing eliminates bulk and bother of carbon-interleaving in multiple forms! Used for over 20 years for business forms of every kind: payroll checks, tax bills, bank systems, bills of lading, labels etc.

Ask your BUSINESS FORMS DEALER, PRINTER, or STATIONER for the big new TRANSKRIT Specimen Portfolio, chock-full of samples and ideas . . . it's free!

TRANSKRIT Corporation

NATIONWIDE SERVICE THROUGH DEALERS EXCLUSIVELY

DEALERS: Ask for your supply of TRANSKRIT Specimen Portfolios — ready for your imprint.

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CHICAGO 5, ILL.
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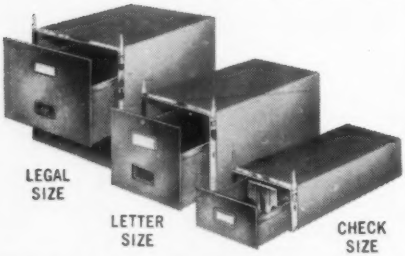
STORE 'EM
PRONTO
FILE 'EM
PRONTO
FIND 'EM
PRONTO

Free your expensive files by transferring your old records into low cost Prontos and use your expensive steel cabinets over and over again.

20 DIFFERENT SIZES
a size for every office record



Find out why top companies everywhere use PRONTO STORAGE CABINETS for their old records. Fill in the coupon below and attach it to your letterhead . . . We will arrange a Pronto Demonstration at your convenience.

PRONTO FILE CORPORATION
415 Madison Avenue, New York 17, N. Y.

☐ Please send me your latest Pronto catalog.
☐ Have your representative call for demonstration.

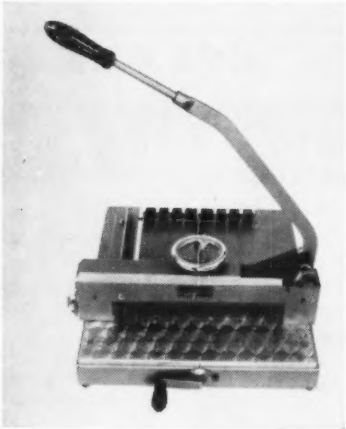
Name_____
Address_____
City_____ Zone____ State____

For More Information Circle No. 392

automatically print information embossed on Addressograph plates; extract up to 19 separate statistical totals; outfile plates selected for special handling or removal from the master list; and reassemble remaining records in their original filing order. All functions are programed independently of each other. Any combination of 55 mechanically and 135 electrically controlled selector positions may be used to qualify plates at the rate of 100 per minute for printing, outfiling and/or registration on one or more of the electric selector's 19 accumulators. **For More Information Circle No. 214.**

PAPER CUTTER

Michael Lith Sales Corp., 145 West 45th St., New York 36, N. Y., announces that on 1960 models of the Triumph manual office paper cutter, a simple operation of easy-to-read, easy-to-handle side guide and back-gauge insures professional cutting and trimming by male or female office per-

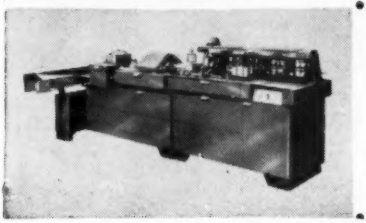


sonnel. Designed especially for office duplicating departments, the cutter is low in cost, and made in two sizes: 14″ and 18″. It features all metal frame construction. A front wheel calibrator automatically moves the back-gauge in divisions of 1/32″ for precision cutting down to ½″. Cutting thickness (in 18″ model) is 3¼″ high or

THE PHILLIPSBURG INSERTER OFFERS YOU A MORE SPECTACULAR PERFORMANCE

There's a lively parallel between this nimble-footed ambidextrous musician and the Phillipsburg Inserter. Both are one-man operations involving a variety of facilities. But the versatile Phillipsburg is in a class by itself when it comes to multiple-efficiency, for it: gathers, stuffs, seals, meters or prints postal indicia, counts, stacks (ready for the Post Office)—and effects savings of up to 80% of the cost of hand-inserting. If your present mailings exceed 15,000 pieces per month, it's high time that you stopped playing around with dated operations and switched to the fabulous Phillipsburg Inserter. The brochure "Modern Mailing through Mechanization" will give you the complete score, note by note, on the Phillipsburg Inserter. *Yours on request.*

PHILLIPSBURG INSERTER



FINER PRODUCTS THROUGH **IMAGINATION**

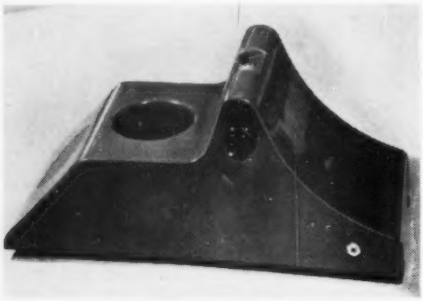
Bell & Howell
Phillipsburg
14 E. JACKSON BLVD., CHICAGO 4, ILL.
Successor to Inserting and Mailing Machine Company

For More Information Circle No. 299

over a ream of paper. The Triumph can cut 5000 sheets in ten minutes. **For More Information Circle No. 176.**

TELEPHONE AMPLIFIER

American Dynamics Corp., 1445 City Line Ave., Philadelphia 31, Pa., makes the Dyna-Phone, a transistorized telephone



amplifier weighing less than 4 lbs. Unit frees speaker's hands during telephone conversations. He can take notes, refer to records and move about within a reasonable distance from the phone while continuing with the discussion. If necessary, several persons grouped around a desk may take part in the same telephone conversation. Everybody can join in. Everybody can hear. Unit is equipped with fine range volume control and engineered to give optimum audible frequency response with no magnetic feedback. Dyna-Phone is housed in a handsome, beige, high-impact Styron casing. Unit is battery-powered with average battery life being one year. A step-saver for secretaries, Dyna-Phone is guaranteed for one year. Price is $69.50. **For More Information Circle No. 179.**

STAPLER

Bankers & Merchants, Inc., 4410 N. Ravenswood Ave., Chicago 40, Ill., offers the Bami combination hand and desk stapler. When mounted inside the Bami plier attachment, it provides a hand stapler and stapling plier. It becomes a desk stapler when

For More Information Circle No. 389

Genuine

STURDEX

...it takes a good business case to complete your sales picture!

Look what a *difference* STURDEX makes! The only business case made with the craftsmanship of finest leather cases . . . but at *half the price.* A sales-making case that's always neat and business-like . . a durable case that *outwears* all others . . . guaranteed for *5 full years!*

SMARTEST BUSINESS GIFT YOU CAN GIVE!

Give a gift that happily "remembers you" for a long, long time. Genuine STURDEX business cases have the smart appearance and craftsmanship of the finest leather cases . . . but at *half the price!* Wears so well we *guarantee* each case for 5 FULL YEARS. Good stationery, luggage, and department stores everywhere are featuring an excellent selection of STURDEX brief bags, attache cases, portfolios, and ring binders. Special discounts for large volume orders.

5-YEAR UNCONDITIONAL GUARANTEE

STURDEX looks new longer . . . always ready for business. So wearproof, waterproof and weatherproof, we guarantee it for 5 full years!

Leathercraft

World's Largest Manufacturer of Business Cases Exclusively

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LEATHERCRAFT, Inc., 2320 So. Western Ave., Dept. A-3, Chicago 8, Illinois

Please send full details about STURDEX, and the name of my nearest dealer.

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Address_____

City_____ Zone____ State____

For More Information Circle No. 329

Brand new!
PAPER TRIMMER &
CUTTER *combined*
CUTS UP TO 50
SHEETS IN ONE
STROKE

6 MODELS:
14,"22,"28,"32" and
28" and 32" (foot models)

KUTRIMMER

ALSO CUTS cardboard, fibreboard, foils, rubber, fabrics, leather, linoleum, felt, thin plywood, thin soft metal and many similar materials.

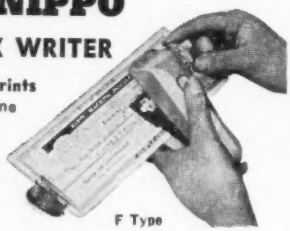
FOR EVERY BUSINESS:
offices, plant, shipping, schools, banks, photography, and homes.

See **KUTRIMMER** at your local dealer or write to

MICHAEL LITH sales corp.
147 West 45th Street, New York 36, N.Y.
For More Information Circle No. 402

NIPPO
CHECK WRITER

Indelibly prints Just the same as a big machine costing up to $500.—



F Type

NIPPO MACHINE INDUSTRY CO., LTD.
Tenjin-cho-Nishi-ku, Yokohama, Japan

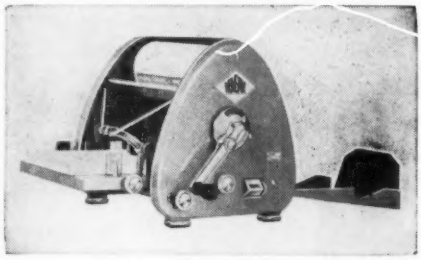
For More Information Circle No. 403

basic stapler is mounted on Bami base plate. As a hand stapler, unit is contoured for the hand for stapling and pinning, for closing bags or stapling papers where a flat surface is unavailable. As a desk stapler, it stands firmly on rubber feet and will staple or tack. It can be set to staple

or pin by sliding a projection under its base. Sturdily constructed of heavy duty, lightweight metal. Attractively finished in blue-green enamel and bright nickel plate. Price is $6.95 complete with 5000 standard staples. **For More Information Circle No. 123.**

STENCIL DUPLICATOR

American Office Equipment Co., 24 East 21st St., New York 10, N. Y., announces another model in its line of low



priced, twin cylinder duplicators. The Ideal Model F features semiautomatic inking from a sealed cartridge assuring a

FREE PLANNING KIT

Spacefinder File templates, scaled grid, and instructions, all in attractive folder, make filing system planning easy.

SPACEFINDER FILING SYSTEM

Unexcelled visibility and accessibility are the secrets of Spacefinder filing speed and economy.

. . . has proven — in thousands of offices — that it can SAVE YOU 50% or more in filing time, space and money.

Welded cabinet, designed specifically for maximum filing efficiency, is complete, ready to use — and can be moved with contents intact.

Write to Tab Products Co., 995 Market Street, San Francisco 3, California for your FREE SPACEFINDER FILING SYSTEM PLANNING KIT and Catalog 9.

TAB
PRODUCTS CO.

For More Information Circle No. 265

The world of letters relies on

Olympia

PRECISION TYPEWRITERS

. . . to do the job—
easier, faster, finer!

Olympia precision typewriters—standard and portable—are preferred the world over for their quality, value and ease of operation.

Fully-equipped with the most advanced and worthwhile typing features, an Olympia turns out the most exacting assignments easily . . . with crisp—uniform—and distinctive results.

With over 50 years of manufacturing experience, every machine is precision-built to the highest standards—assuring quiet, consistent, trouble-free performance year after year.

Olympia

Authorized Sales & Service the World Over

OLYMPIA DIVISION
Inter-Continental Trading Corporation
90 West Street • New York 6, New York

For More Information Circle No. 328

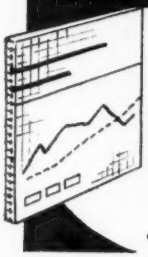
clean operation. Precision paper feed, automatic paper centering, postcard feed without attachments and built-in adjustable metal strippers are a few of the extra features on Ideal duplicators. Color change is simplified by twin ink distributing rollers which remain in place during the changeover. All paper sizes and stocks from postcard to 8½"x14" are accommodated. Two other models are available: the Model G with manual inking, and Model E electrically operated with cartridge inking. Model G machines are convertible to Model F simply by installing the cartridge system. This can be done in minutes by the operator. **For More Information Circle No. 196.**

HANDCLEANER

Krayer Mfg. Co., 542 Pine St., Elizabeth 1, N. J., makes the improved Dandy Double Action Handcleaner. Abrasive-free and containing lanolin, Dandy may be wiped off or washed off. It is especially suitable for rapid removal of spirit carbon and hectograph stains; offset ink; developers and plate lacquers; printing, duplicating and ballpoint pen inks; paint; grease;

tar and many other hard-to-remove stains. Product is guaranteed to be absolutely harmless to the hands. It will not liquify in the container and is pleasantly per-

MUROGRAPH ... *a new concept in visual control!*



LOW-COST VERSATILE EASY-TO-USE MUROGRAPH CHARTING & SCHEDULING SYSTEMS SIMPLIFY YOUR MAINTENANCE. PRODUCTION. SALES. PERSONNEL. COST. INVENTORY & COMPUTER CONTROL. (AND MANY OTHERS!)

THESE NEW MODULAR. STEEL WITH WHITE ENAMEL FINISH BOARDS AND PRECISION MADE SUPPLIES BRING YOU HIGHEST VALUE AT LOW COST.

BASIC UNIT 20" X 20" WITH SUPPLIES. ONLY $25

The VISUAL CONTROLS CO. 19 MOHAWK DRIVE NORWALK, CONNECTICUT

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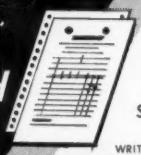
★ STAR FORMS ARE *Dealer Designed*

To make register forms more salable!



MODERN DESIGN

WIDEST RANGE OF STANDARD BODY FORMS

SWIFT DEPENDABLE DELIVERY

(10 to 14 day shipment)

WRITE TODAY FOR OUR NEW 50 PAGE CATALOG!

STAR★FORMS BETTENDORF • IOWA

For More Information Circle No. 375

CONVENIENCE *Plus*...
with these top-quality
Weldon Roberts Erasers

TOP FLIGHT TEXTURES . . .
erase pencil, ink, ball point, typewriting, business machine writing.

TIME-SAVING "POINTING" . . .
right at office workers' desks

Pull the string and you "point" these erasers!

The handy, pencil-size eraser sticks are cased in spiral-wound paper. *Pull the wrapped-in string. Paper spiral unwinds. Eraser is "pointed"!*

◄ NO. 448 GREEN GLOW (Soft green rubber). Erases pencil. Also removes surface carbon from carbon ribbon impressions

and . . .

NO. 378 GRAYPOINT ►
(Business-like gray rubber) removes the final image. Erases ink, typewriting and business machine writing too.
NO. 138 BALL POINT (New formula green rubber) particularly developed to erase ball point ink and lead.
NO. 258 INDIA INK. (Fine green rubber). For erasing India Ink and work from opaque pencils 2H and harder.

SAVE WORKERS' TIME AND TEMPERS

ORDER A SUPPLY OF WELDON ROBERTS PAPER-WRAPPED ERASERS FROM YOUR STATIONER!

P.S.: *An excellent, inexpensive Christmas and year-round gift!*

WELDON ROBERTS RUBBER CO.
365 Sixth Avenue Newark 7, N. J.

World's Foremost Eraser Specialists.

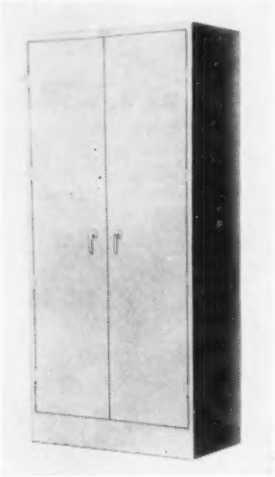
Weldon Roberts Erasers
Correct Mistakes in Any Language

For More Information Circle No. 380

fumed. Dandy is also recommended for cleaning all office surfaces such as desk tops, typewriter tables, etc. It cannot scratch. Available in attractive 16 fl. oz. container. Dealerships for this low-cost item are available. **For More Information Circle No. 110.**

STORAGE CABINETS

Inca Metal Products Corp., Carrollton, Texas, makes all-steel storage cabinets for general storage, wardrobe and combination storage-wardrobe uses. Units are 36″ wide, 18″ deep, 78″ high; come in green, gray, sea green and copper tan.



Cabinet components, of high grade steel, are precision sheared, formed and embossed for perfect fit. Frames are ⅞″x ⅞″x⅛″ steel angle uprights with 16 gauge channel cross members top and bottom. Side panels are strengthened top, bottom and back by a ¾″ flange, with top and bottom panels flanged and overlapped. Doors are 20 gauge stretcher-levelled steel with full length reinforcing panels welded in the centers and are flanged. Hinges are the flush, concealed pin type. Latches top, center and bottom hold doors in alignment. Shelves have flanged angles sides and back, full channelled fronts with re-

thanks to XEROGRAPHY...

"Delta's DC-8 Program Got a Real Assist."

C. E. WOOLMAN, President and General Manager, Delta Air Lines

Delta Air Lines Saves $58,000 Yearly

REPRODUCING DC-8 Jet training and maintenance manuals • projection slides parts lists • engineering drawings • work schedules • forms • standard practices

Delta Air Lines, first in its industry to see the economic possibilities of xerography, in 1952, has added another $12,000 to an already impressive annual xerographic saving of $46,000.

Delta's DC-8 jet program got a real assist from the use of xerography in launching its Royal JET Service between New York and Atlanta in September and to Chicago-Atlanta-Miami in October, with even more DC-8 service this fall to Detroit, Dallas, and New Orleans. Delta is spending 80 million dollars on its jetliner fleet of the famed Douglas DC-8's and Convair 880's.

Xerography is a clean, fast, dry, electrostatic process that copies anything written, printed, typed, or drawn, onto ordinary paper, offset paper masters, or vellum intermediates for use in diazo-type machines.

At Delta, XeroX® copying equipment is used mainly for the preparation of offset paper masters from which multiple copies are quickly run off on offset duplicators.

Xerography can help *you*, too.

WRITE *for proof-of-performance folders.*

HALOID XEROX INC.
59-227X HALOID STREET, ROCHESTER 3, NEW YORK
Branch Offices in Principal U. S. and Canadian cities
OVERSEAS: RANK-XEROX LTD., LONDON

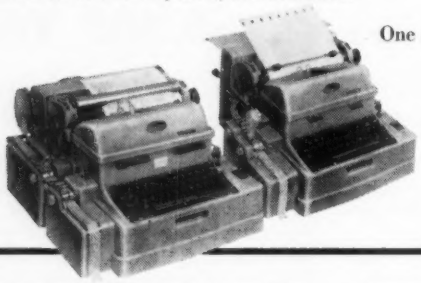
HALOID XEROX®

For More Information Circle No. 323

HOW FRIDEN JUSTOWRITER® SOLVES COMMUNICATIONS PROBLEM FOR MANY OFFICES

This marvelous 2-unit "Tape-Talk" machine turns out professional typesets with justified margins at substantial cost savings compared with hot metal composition ... offers ideal way to handle bulletins, manuals, price lists, booklets, directories, catalogs, direct mail literature, house organs, inter-office memoranda and employee communications of many kinds.

The Friden Justowriter produces these clear, accurate typesets on direct image plates for duplicating machines or in form of reproduction proofs for lithographic printing. Fourteen different Justowriter type faces, sized from 8 to 14 points, are available.



One of the ways

Friden Creates A New World For Business

On this Justowriter Recorder (unit #1) any typist becomes an expert type compositor. Her usual typing -- without involving special positioning or extra time -- produces simultaneously (a) a typewritten sheet, for visual check, and (b) punched paper tape with identical copy coded into the holes.

Justowriter unit #2, the Reproducer, receives code tape ... "reads" it ... and automatically composes the original copy in clear, accurate justified-margin form. All kinds of copy -- straight matter, centered, run arounds, line leaders, tabular matter handled with ease at 100 words a minute.

You have been reading a Justowriter-composed message ... note the automatically justified margins and overall pleasing appearance! Write today on your business letterhead for additional information on the justifying type-composing Justowriter -- one of the most immediately functional Tape-Talk machines now "breaking new ground" in the new world for business created by FRIDEN, Inc., San Leandro, California.

FRIDEN SILVER ANNIVERSARY 1934·1959

For More Information Circle No. 291

turn angle. They are adjustable without tools on 1½" centers. Steel is bonderized to increase paint adherence and resistance to rust. Enamels are applied by an electrostatic process and baked on in gas-fired ovens. **For More Information Circle No. 162.**

COPYING-DUPLICATING TABLES

Tiffany Stand Co., 7350 Forsyth, St. Louis 5, Mo., offers the Model 2500-CA and 2500-GL photocopier and duplicating machine tables. Rigid, attractive and with handy compartment and lower tray for supplies, tables have legs of 16 gauge steel tubing, rounded corners; top and tray of 18 gauge sheet steel and baked-on enamel

finish. Supplies cabinet has 9" x 15" and 18" x 15" sections with openings 3" high. A lower shelf accommodates liquids and other supplies. The CA is 30" wide, 18½" deep, 30½" high; the GL 30" wide, 18½" deep, 30" high. The CA is equipped with casters—two with brakes; the GL with glides. Shipping weight of the CA is 46 lbs.; of the GL 45 lbs. Both models available in silvertone gray, desert sage, sea green. **For More Information Circle No. 147.**

AVOID COST AND DELAY OF BINDERY DRILLING

CURE HAND-PUNCHING HEADACHES WITH A

Spinnit

PAPER DRILL

A real production model—handles big or small jobs. Does clean, sharp drilling. Takes 1" stock. Table size 12" x 18". Chip disposal. Adjustable back gage and 4 stops. Price includes one hollow drill. 12 standard size drills from ⅛ to ½"—$3.90 each. Slitting attachment $7.50; slotting attachment $9.00.

Write us for details.

LASSCO PRODUCTS, INC.
485 Hague St. • Rochester 6, N. Y.

For More Information Circle No. 359

ONCE YOU **TRY**
SORTKWIK®
YOU'LL NEVER BE WITHOUT IT!

The INVISIBLE Fingertip Magic for
SORTING, COUNTING, FILING UP TO 3 TIMES FASTER!

EASY TO USE! Just rub SORTKWIK between fingers until dry. Hard-to-handle cards, new currency, smooth finish papers can be handled faster, easier. Long lasting supply ... **50¢**

At your stationer or send $1.00 for TRIAL OFFER of two regular size containers

LEE PRODUCTS COMPANY
Dept. 0-12, 2736 Lyndale Ave. So., Minneapolis, Minn.
For More Information Circle No. 390

IT'S VISIBLE

MODEL 41C CARBON COPIES NUMBERING MACHINE
Will make up to 12 good carbon copies.
WRITE FOR DETAILS

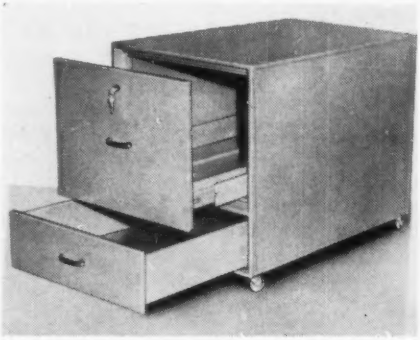
Facsimile Impression

AMERICAN NUMBERING MACHINE CO.
ATLANTIC AND SHEPHERD AVENUES
BROOKLYN 8, NEW YORK
BRANCH—105 W. MADISON ST., CHICAGO 2, ILL.

For More Information Circle No. 391

INSULATED LEDGER FILE

Ever-Safe Co., Div., Schwab Safe Co., Lafayette, Ind., makes a portable ledger file for convenient point-of-use fire protection of valuable records. It is of convenient operating height, easily rolled alongside posting machine or any other desired location. Large posting tray



drawer has finger tip operation on ten roller bearing full suspension. The second drawer offers convenient storage space for records and supplies. Records are always protected from fire and theft, and never need leave the file. Equipped with Yale pin tumbler key lock. Combination lock optional. **For More Information Circle No. 105.**

TYPE COMPOSING MACHINE

StripPrinter, Inc., 511 N. W. Third St., Oklahoma City, Okla., makes a photo-composing machine that is simply con-

MACKINAC

Job-Ready BUSINESS PAPERS

Like modern structures designed for a fast moving world, Mackinac Job-Ready Business Papers are designed for fast, efficient production on modern printing and duplicating equipment operating at high speeds.

Mackinac Job-Ready Business Papers are manufactured from 100% bleached chemical wood pulp and tub sized to insure quality and uniformity. Each grade is especially prepared for the process for which it is designed, with a surface prepared for excellent ink reception. Precision cut at the mill to sizes 8½" x 11" and 8½" x 14"; available in white and six bright colors.

MACKINAC®
JOB-READY
BUSINESS PAPERS

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- MACKINAC DUPLICATOR
- MACKINAC MANIFOLD
- MACKINAC MIMEO
- MACKINAC OFFSET
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Send for free SAMPLE BOOKS showing White and a full range of colors in each grade.

Sold exclusively through Paper Merchants

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General Sales Offices: 20 N. WACKER, CHICAGO 6, ILLINOIS
Mill at ALPENA, MICHIGAN

For More Information Circle No. 288

It used to play music...now it writes your letters!

Auto-typist record "memory" roll operates the typewriter to write personalized letters . . . by automation!

Remember the player piano and its perforated roll that played the notes? Similarly, Auto-typist's paper record "memory" roll operates the typewriter keys to write your letters . . . automatically and accurately!

One typist can produce 100-125 letters a day with Auto-typist – 3 to 4 times manual typing output. And, it's so simple . . . precomposed numbered letters or paragraphs are perforated on the roll, which holds up to 250 lines. Letters or paragraphs are numbered to correspond to push-buttons, then Auto-typist automatically picks them out and types them perfectly! Manual insertions can be made at any time. Auto-typist eliminates routine typing and dictation and will cut your correspondence costs.

Write for free copy of the new booklet "60 Best Business Letters" that covers all types of business.

For More Information Circle No. 295

Auto-typist

AMERICAN AUTOMATIC TYPEWRITER CO., 2323 N. PULASKI RD., CHICAGO 39, ILL. • MANUFACTURERS OF AUTO-TYPIST, COPY-TYPIST AND CABLE-TYPIST

structed without motors or gears and sold with a three-year maintenance-free guarantee. Named the StripPrinter, it requires no darkroom, is small, lightweight and suitable for office use. Type sizes range from 14 to 96-pt. with more than 500 styles and sizes of type and handlettering available. Lines may be produced on film or paper, positive or reverse. Machine comes with 10 fonts of type selected by customer, paper, screen filters, developing solutions, instructions and guarantee for $250. For additional information, specimens and catalog showing type styles, **Circle No. 174.**

REINFORCED EDGE-PUNCHED CARD

Vue-Fax Div., Logan Business Products, Inc., Westbury, N. Y., has developed an inexpensive method of protecting feed hole punching in edge punched cards by reinforcing the card with Mylar. Entire length of card, 1″ in width, is reinforced with a 2 pt. thickness of the transparent plastic, covering entire area of the card

where punching is done. Reinforced cards insure accuracy, prevent elongation of feed holes, and provide for long wear. Reinforcing only that section of the card used for programing provides these benefits at far less cost than providing an entire Mylar card. Available in sizes up to 20″ in length. **For More Information Circle No. 198.**

AVERY
self-adhesive
file-folder
labels

Keep the boss smiling at your filing

"Secretaries wiles
Come in many shapes and forms and styles –
Not the least of which I'll bet
Is earning praise that's hard to get –
By stashing papers neatly in the files."

Avery self-adhesive File Folder Labels give quick, positive identification – and they're easy and fast to apply. No moistening needed! No messy mucilage to lick. Just a touch and on they go . . . quickly, neatly, firmly. You'll *save time, save money* with Avery File Folder Labels – and how you will be appreciated by the boss! Ask for Avery File Folder Labels at your stationers.

AVERY
self-adhesive
LABELS

Available in a bouquet of ten fresh colors, plus white — for bright, efficient color coding . . . in sheets of 8 labels each with guide lines for uniform typing . . . and the last label won't slip in the typewriter because of the extended backing sheet!

Write for your FREE samples today!

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117 Liberty St., New York 6 • 608 S. Dearborn St., Chicago 5 • 1616 S. California Ave., Monrovia, California • Offices in Other Principal Cities.

Please send me samples of Avery file folder Labels.

My Name_____ Position_____
Company_____
Address_____
City_____ State_____

For More Information Circle No. 376

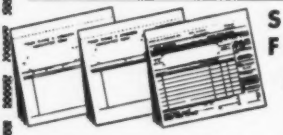
Blue Chip BUSINESS FORMS

Duplisette

the *READY-MADE* second sheet and carbon set *CLEANEST - FASTEST - MOST ECONOMICAL* method to obtain carbon copies!
Available (letter size)—white and 5 colors

ONE-WAY
SPEED MESSAGE
2-part
—
TWO-WAY
SPEED REPLY
3-part

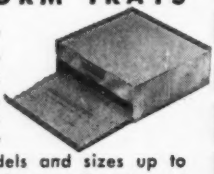
Carbon-interleaved
TIME and EXPENSE-SAVING
substitutes for needless, costly letter writing! Expedites instructions and *compels immediate replies.* Can be imprinted at nominal cost.



STOCK FORMS
Invoices
Purchase Orders
Bills of Lading

Carbon-interleaved 3 or 4-part sets. Inexpensive, basic business forms at less than custom-made prices! Recommended for modest quantity users. Can be imprinted at nominal cost.

STOCK FORM TRAYS



Neat - efficient lightweight holders for forms — with drawer for copies. Model CT-87 (2-compartment) only $4.50! Other models and sizes up to $7.40 — A MUST for the efficient desk!

•

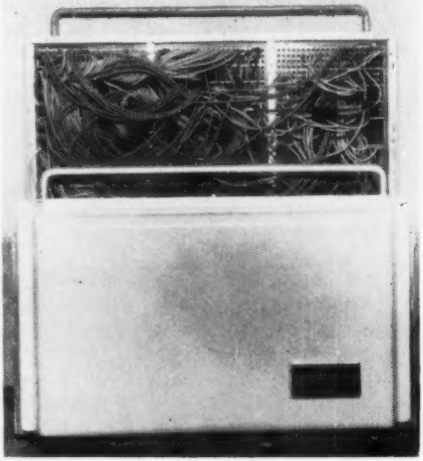
FREE SAMPLES of all forms and catalog showing complete line on request

CARTERET PRINTING COMPANY
Manufacturers of Business Forms
480 CANAL STREET · NEW YORK 13, N. Y.
WOrth 6-1454

For More Information Circle No. 422

CONTROL PANEL GUARDS

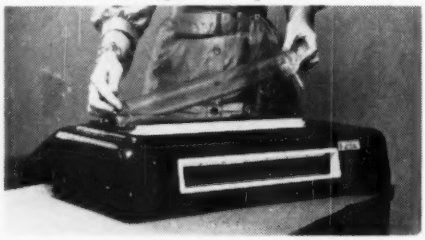
Campbell Products, Box 45, Oakford, Pa., offers Control Panel Guards to protect temporary wiring on 402-403 control panels. They are constructed of high impact plastic in a standard and a deluxe



model. The deluxe model features two alteration switches for additional flexibility. Easily installed and affords instant access to the wiring. **For More Information Circle No. 208.**

PHOTOCOPIER REPLENISHER

Photorapid Corp., Dept. O-5, 236 Fifth Ave., New York 1, N. Y., introduces its Magi-Feed automatic replenisher for its Electra Photocopier. A plastic container



with no moving parts, the Magi-Feed makes it possible to obtain clear photocopies of highest quality three times as long before refills are necessary. **For More Information Circle No. 456.**

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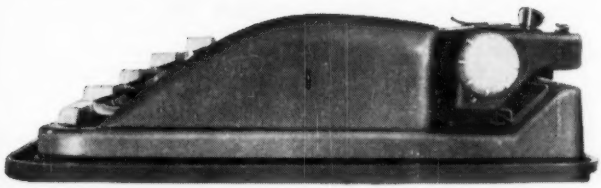
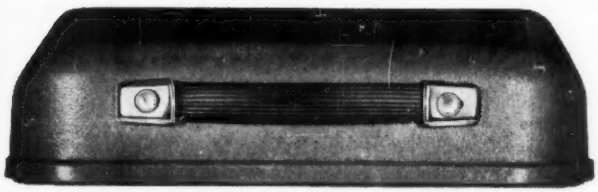
any angle
your
best buy

COLE
PORTABLE



Professional writers choose Cole above all other portables, because only Cole has all the important features they demand in a typewriter . . . Mist Green, Desert Sand or Cole Gray. Complete with matching carrying case . . . only **$94.50** plus tax.



COLE STEEL OFFICE MACHINES, INC. • Affiliate of Cole Steel Equipment Co., Inc. • 415 Madison Avenue • New York 17, N. Y.

For More Information Circle No. 332

Take more than a look!

Take a copy from microfilm in seconds

...*with THERMO-FAX "Filmac" Reader-Printers*

Now micro-records are as practical and easy to use as original documents! With the THERMO-FAX "Filmac 100" Reader-Printer—the machine that's both a superior reader and an amazing printer—you get a work-size error-free copy from microfilm in seconds. You eliminate costly, time-consuming transcribing sessions and possible errors.

And, large prints up to 18″ x 24″ can be made by the new THERMO-FAX "Filmac 200" Reader-Printer. Both machines are priced realistically, making them easily available to businesses of any size.

To learn how THERMO-FAX "Filmac" Reader-Printers can bring life to your microfilm files call your local dealer. Or simply mail the coupon.

MINNESOTA MINING AND MANUFACTURING COMPANY

...WHERE RESEARCH IS THE KEY TO TOMORROW

Thermo-Fax MICROFILM READER-PRINTER

3M COMPANY

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Dept. FBC-129, St. Paul 6, Minnesota

Name _____

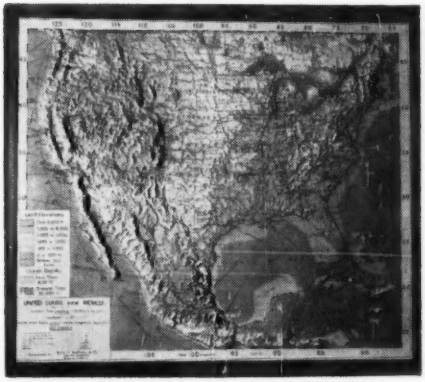
Address _____

City _____ Zone ____ State _____

For More Information Circle No. 349

RELIEF MAP

John H. Andrews & Co., 1676 North Magnolia, El Cajon, Calif., makes a 38" x 45" raised relief plastic map of the U. S. and Mexico for the same price as con-



ventional framed flat maps. This colorful map with its elevated mountains, uplifted shore lines, and indented rivers permits topographic features to be felt as well as seen. Designed to be useful and attractive even when viewed from a distance, bold lettering is printed over a seven-color background providing detailed elevation information. Colors were carefully selected to harmonize with any interior. With this map, anyone can better understand the effect of mountainous areas upon drainage, weather, farming and location of cities. Price is $25.50 including wood frame, tax and shipping. **For More Information Circle No. 243.**

ADDING MACHINES

R. C. Allen Business Machines, Inc., 680 Front Ave., N.W., Grand Rapids, Mich., is marketing the Add-O-Matic complete line of portable, full keyboard adding machines. Consisting of models 605, 606, 606E, 707 and 707E, the line offers unusually large print. Model 605 is a handle operated portable with 5-column listing and 6-column totalling. Model 606 (illustrated), also hand operated, offers 6-column listing and 6-column total. Each prints subtract items in red, has visible dials

A-DRESS-R

METAL PLATE ADDRESSING MACHINE

Uses standard Speedaumat plates that change automatically. Consecutive, repeat, skip action. Prints thru a ribbon that winds and reverses automatically. Simulates typing with choice of black or colors. New plates are quickly obtainable thru A-dress-R 48 hour mail order service or from dealers in principal cities. Takes any size piece up to 14" x 17". Feed and disposal hopper capacity 150 plates. Adjustable guides provide dependable registration. Speed up to 1300 IPH. Makes carbon copies. Made with extra heavy construction—cast iron base. Weight 30 lbs. Guaranteed for one year. Other models available.

Write for Circular "A"

NETTLE MANUFACTURING CO.
27 Huntington Ave., Boston 16, Mass.

For More Information Circle No. 364

FIRST | IN QUALITY IN PERFORMANCE ATLAS VERTICAL FILING SYSTEMS

- FAST
- EFFICIENT
- ECONOMICAL
- SAFE

FOR

NEGATIVES • OFFSET PLATES

STENCILS • SKETCHES • ARTWORK

MASTERS • X-RAYS

ATLAS HANGERS AND CABINETS

Only Atlas manufactures a complete line of cabinets and hangers in 11½", 14", 18", 22", and 24" widths.

DNP Hangers (illustrated)—for offset plates and negatives

SH Hangers—for serrated edge offset plates

PH Hangers—for pinhole edge offset plates

PSC Hangers—for straight edge plates, negatives, stencils

DSH Hangers—for standard stencils

DGR Hangers—for foreign heading stencils

File-Grip (TM) Hangers—for large offset plates, blueprints, maps, etc.

Write For Complete Literature

ATLAS STENCIL FILES CORP.

16716 Westfield Avenue, Cleveland 10, Ohio

For More Information Circle No. 404

and automatic clear signal. Model 606E, an electric portable with 6-column totalling capacity, offers automatic total, automatic clear signal, visible dials, motorized subtract and subtotal keys, and motorized multiply key. Model 707, handle operated and with all features of the other models,

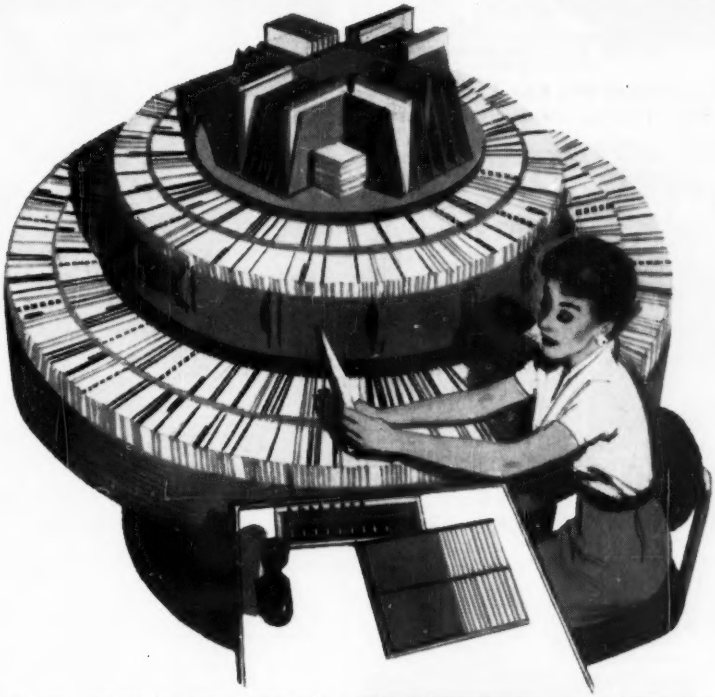
has a 7-column listing and totalling capacity. Model 707E, an electric portable with the same features as the 606E, provides 7-column listing and totalling capacities. Compact, with a modern design that blends with the decor of any office, Add-O-Matics are economically priced. **For More Information Circle No. 215.**

PAPER CUTTER

Douglas Homs Co., 326 Jackson St., San Francisco 11, Calif., offers its Model 14 table-top guillotine paper cutter for use in offices. It has a pull-out safety device, heavy duty paper press, full length side guide, full width adjustable back guide, ruled table and two ruled metal inserts for quickly inserting paper to desired length for cutting. Model 14 has a capacity of approximately 300 sheets in widths up to 14½" and retails for $139.50. Cutter is durably constructed for years of trouble-free operation with all components made of cast iron or steel. Platform is hardwood

NEW ACME VISIBLE ROTARY CUTS RECORD HANDLING TIME IN HALF!

A touch of a button spins data to user at electronic speed!



Look at any point in your operation where record or data files are used. You're apt to see workers spending a third to half their time shuttling between desks and cabinets, reaching, stooping, drawer pulling. *New Acme Rotaries end this waste-motion completely!* At desks around a smartly modern Rotary, 1, 6, 12 users or more have instant access to as many as 250,000 records. A new, free "Report" shows how this revolutionary advance can save you time, money, and up to 50% in floor space. For your FREE COPY, SEND THIS COUPON TODAY.

ACME VISIBLE

World's largest exclusive makers of visible record systems.

ACME VISIBLE RECORDS, Inc.
2212 West Allview Drive, Crozet, Virginia

Please send free report on the "Revolution in Record Handling" . . . showing many types and sizes of power and manual Rotaries.

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COMPANY_____

ADDRESS_____

CITY_____ ZONE____ STATE_____

For More Information Circle No. 296

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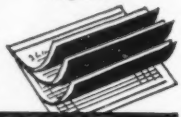
For More Information Circle No. 397

STREAMLINE
YOUR BUSINESS FORM SETUP

Rogersnap Business Forms and Second Sheets in the fast *Flip-Out Dispenser Box save time and money and increase efficiency in any office operation. Write for the Comparative Cost Analysis.

*Registered



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P. O. BOX 10425 · DALLAS, TEXAS

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FREE DIES AND PROOFS
GENUINE ENGRAVED LETTERHEADS $15.00 FOR 1000
Genuine ENGRAVED BUSINESS CARDS
500 $11 • 1000 $15
MANUSCRIPT COVERS 100 FOR $3.00
CLIP YOUR LETTERHEAD TO THIS AD... MAIL FOR FREE PROOF
DEALERS WANTED
DEWBERRY ENGRAVING CO.
807 SO. 20th ST., BIRMINGHAM 5, ALABAMA

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and cutting blade is hardened and ground tool steel. Complete cutter weighs 56 lbs. and can be moved to different locations or stored when not in use. A stand is not required since it can be operated on a

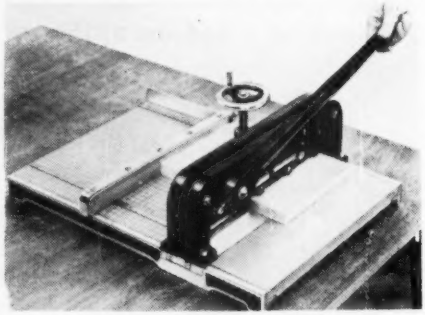
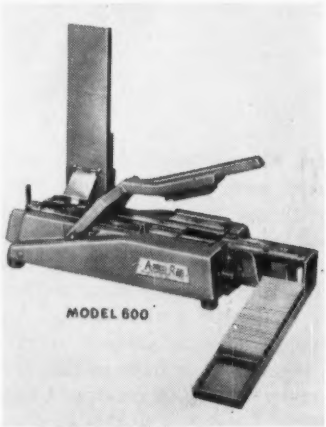


table or desk. All metal components are finished in office gray enamel or heavy nickel plating. Individually packed in a reinforced corrugated container. **For More Information Circle No. 177.**

ADDRESSING MACHINE

Nettle Mfg. Co., 27 Huntington Ave., Boston 16, Mass., is introducing its high speed A-Dress-R Model 600 metal plate



addressing machine. It has a capacity of 150 Speedaumat plates in both feed and disposal hoppers and is intended for use

Only fully transistorized PORTABLE dictation machine with

All controls in your hand

NOW DICTATE WHEREVER YOU ARE!

INDOORS OR OUT... WHILE TRAVELING OR AT HOME

Book-sized transistorized Comptometer CORONET has permanent printed circuits and built-in erase bar. Tucks into briefcase, car glove compartment, desk drawer... goes where you go.

Comptometer Coronet

Microphone Control. ALL operating controls are in the full hand-size mike. Makes dictation as easy as talking.

Perfect Dictation Every Time. No confusing corrections. Just dictate new phrasing over old—perfect dictation always!

LIMITLESS-LIFE DICTATION BELT PAYS FOR YOUR CORONET

Uses same Erase-O-Matic non-slip belt as Standard Desk Machine. Belt can be reused thousands of times. No recurring costs as with ordinary belts, discs, cylinders—a saving that pays for your Coronet. Belt is easy to insert and remove. Operates on 6 small mercury batteries, available anywhere, or on A.C. with tiny power pack.

Scaled down in all but performance, here's big machine service and big new advancements, wherever you may be—complete portability!

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... Better Products to Better Business

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☐ Send me Coronet literature

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Firm _____
Street _____
City _____ State _____

For More Information Circle No. 290

AT THE SNAP OF YOUR FINGERS!

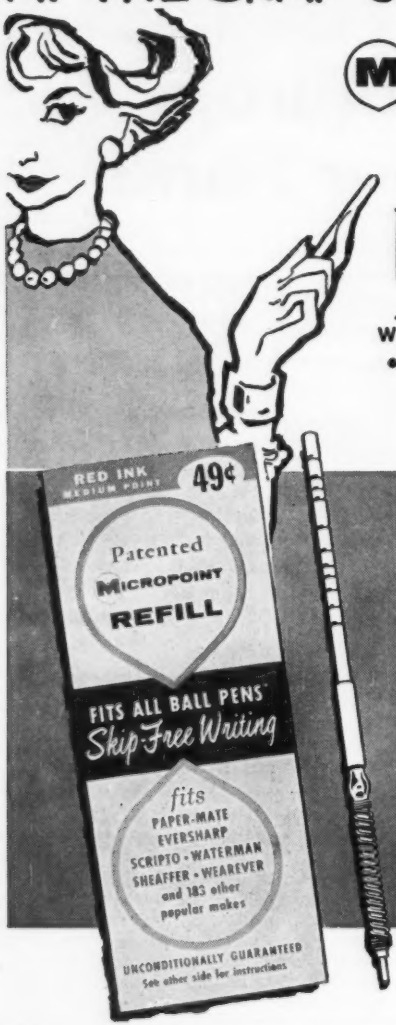
NEW patented MICROPOINT REFILL

FITS ALL BALL PENS

. . . fits Paper Mate, Scripto, Sheaffer, Waterman, Wearever, Micropoint, plus 183 other popular makes.

• Instant starting • Smear proof • Leak proof

Skip-Free Writing



One refill fits most pens

HERE'S ALL YOU DO:

1. SIMPLY
Remove old refill and spring.

2. THEN
Measure old refill against new Micropoint refill to locate proper "break-off" groove.

3. NOW
Slide *both* sleeves to meet at proper groove and break.

4. THEN
Discard both sleeves and install Micropoint refill, using *Micropoint spring*.

• Assorted ink colors • Medium and Fine Points

• Instant starting • Smear proof • Leak proof

ONLY 49c

Your choice of popular ink colors and point sizes

MICROPOINT, INC. SUNNYVALE, CALIF.

CREATOR OF ADVANCED WRITING INSTRUMENTS

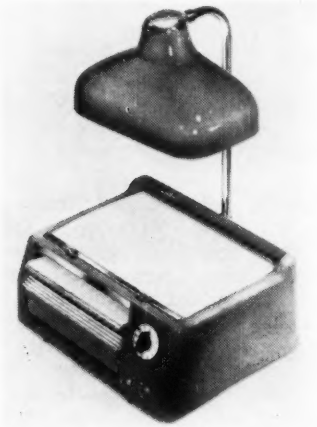
IN CANADA: Ben Sanders Co., Ltd., Toronto 1, Ont. (Prices Slightly Higher in Canada)

For More Information Circle No. 273

where long mailing lists are to be used. To load machine, a tray holding 150 plates is inserted in the feed hopper. As the plates are used they are ejected into the disposal hopper and held in place by a movable magnetic bar. When all plates have been used, empty tray is removed from feed hopper, its flanges are threaded through the notches of used plates which are then removed and replaced in storage cabinet in original sequence. At no time throughout operation do the hands come in contact with plates. **For More Information Circle No. 120.**

PHOTOCOPIER

Nord Photocopy & Business Equipment Corp., 300 Denton Ave., New Hyde Park, N. Y., makes the Nord Model 99 copying machine with Auto-Flow which eliminates mixing chemicals and handling liquids. Auto-Flow offers dry handling without sacrificing the ability to copy every ink and color. A throw-away light-tight, air-



tight, cartridge takes the filling, spilling and mixing out of the operation. Entire operation is electromechanically controlled within circuitry of the machine, eliminating operator error and waste. Model 99 copies directly from books, as well as from single pages, on crisp white paper as well as 15 different kinds of spe-

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RITE-LINE COPYHOLDER

- SAVES EYESTRAIN
- PROMOTES ACCURACY
- INCREASES PRODUCTION
- TAKES COPY UP TO 20"
- HOLDS NOTEBOOK
- FITS IN DESK DRAWER
- LINE MAGNIFIER EXTRA

Send for FREE Booklet describing RITE-LINE COPYHOLDER

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Now **at last a new modern, low priced electric foot warmer that will keep you healthy, happy and comfortable.**

HELP PREVENT COLDS WITH... ELECTRO-MAT

Check stand cashiers, secretaries, assembly line workers, housewives, office workers, theatre cashiers, machine operators, telephone operators, and many others throughout the country are now singing the praises of the Electro Mat. There is no further need to work all day with cold feet.

Safe and Economical.

Size 14" x 21"
lightweight, portable
Consumes less power than a 100 watt light bulb. Mail your check or money order today for ONLY

$7.95 Delivered

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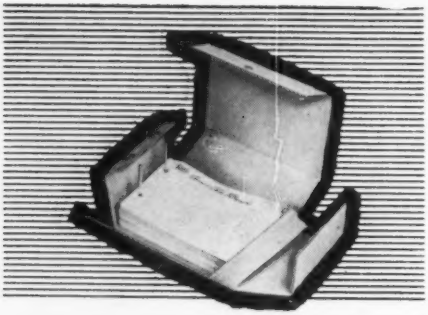
Please send me.....Electro Mats at $7.95 each.
IMPORTANT SAVING:
If 6 or more ordered, price is only $6.95 each.
☐ C.O.D. ☐ Prepaid Enclose $1.00 deposit with order.
Name.....
Address.....
City.....State.....
Dept. #3 PLEASE PRINT CLEARLY

For More Information Circle No. 401

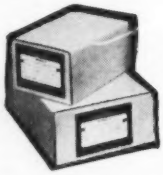


now!
a storage file with
POSTS . . .

Perma-Snap-Bindr works like a Post Binder. Save money, time & space

Today's high cost of post and transfer binders for inactive and semi-active business records, and storage problems has created a demand for economical yet suitable storage units . . . *The answer is Perma Snap Bindrs,* the only new and functional storage binder on the market today. Perma Snap Bindrs are manufactured of rugged, long-lasting perma kraft corrugated fiber board.

Manufactured in 25 popular sizes for convenient transferring of invoices, register forms, bill of ladings, check vouchers, order forms, purchase orders, prescription blanks, deposit slips, ledger sheets, columnar and journal sheets and most office forms. Write for name of nearest dealer.



Patent Pending

SNAP
Perma^Bindr

WORKS LIKE A BINDER
SAVES TIME, MONEY AND SPACE

OFFICE EQUIPMENT
MANUFACTURING CO., INC.

2212 SUMMER ST. DALLAS, TEXAS

For More Information Circle No. 366

cial application papers including colored stocks and acetates. It will also copy photographs, blueprints and photocopies; is priced at $199. **For More Information Circle No. 247.**

STENCIL DUPLICATING INK

Milo Harding Co., 58-9 Tempo Bldg., Monterey Park, Calif., announces that users of its Tempo Jetdry 2300 Paste Ink can duplicate on bonds, other smooth papers and postcards without slipsheeting or ink smudges on the back of copies.

For use in closed single cylinder duplicators this instant drying paste ink provides clean operation, perfect characters and smart copy. Users of this exclusive-formula ink are said to report more copies per pound, less ink reloading and faster production of better copy because of no slipsheeting. Convenient, throw-away 1-lb. tubes eliminate contact with ink from package to paper. For a folder on Jetdry, "That Printed Look," **Circle No. 244.**

OFFSET FILM

Vero-Dot Film & Chemical Corp., 145 West 45th St., New York 36, N.Y., introduces Typon, a special plasticized-base litho film for quality halftone and line work. Due to its extremely dense background, over 60% opaquing time is said

REWARD

. . . for typewriter dealers interested in increasing their potential . . . profitwise . . . for dealers who learn how easy it is to sell the R. C. Allen VisOmatic Typewriter — the line with the biggest profit offered by any domestic or foreign manufacturer.

R.C.Allen
Business Machines, Inc.

680 FRONT AVENUE, N. W. • GRAND RAPIDS, MICHIGAN

Adding Machines • Bookkeeping Machines • Cash Registers • Typewriters • Safes and Files • Carbon Paper and Ribbons • Precision Aircraft Instruments

915

Please send me information on a protected R. C. Allen franchise.

NAME _____

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CITY _____ STATE _____

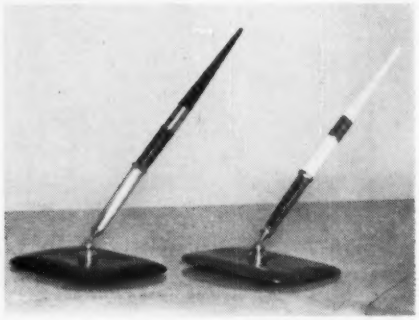
For More Information Circle No. 264

to be eliminated, and it has one of the fastest orthochromatic emulsions. Typon lies flat and can be used with all standard

litho developers and fixers. It has been thoroughly product-tested and is said to offer a savings in price. **For More Information Circle No. 171.**

WRITING SETS

Scotty Engineering Co., 8 Minna St., San Francisco 5, Calif., has added a complete line of desk sets to its line of ball-point pens. Packaged in an attractive gift box, the desk set's base has a very low silhouette. Base gets sufficient weight from a cast iron piece attractively covered in welded vinyl. Bases and pens are available in a wide choice of colors and combinations. Swivel funnel is gold with a flared top and arranged to prevent pen from sticking. Vinyl covered bases lend



themselves readily to gold or silver stamping and the low cost of the sets makes them ideal as an inexpensive and useful customer remembrance item. Single set Model D-1 lists for $2.50. Model D-2 double set lists for $3.50. Scotty sets are also available in genuine leather at $3.95. **For More Information Circle No. 173.**

NEW INDIVIDUAL LEVER ACTION!

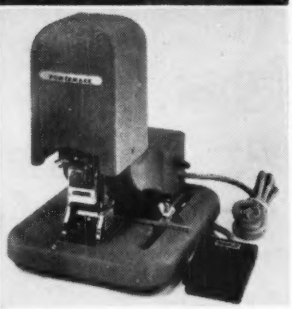
POWERMARK-2
ELECTRIC NUMBERING, CODING MACHINE

AUTOMATIC MODELS ALSO AVAILABLE

- Adjusts automatically to go thru 16 carbons
- Available in 6 to 10 wheel capacity
- Each wheel controlled by its own lever—simply press lever to change number
- Positive inking—consistently even impressions
- Convenient view plate to read number being printed
- Excellent operation on Ditto or multicopy paper

10 day free trial

- Carbon forms
- Insurance papers
- Identification codes
- plus many more



PRYOR MARKING PRODUCTS
434 S. WABASH AVENUE • CHICAGO 5, ILL.

For More Information Circle No. 378

Bruning's amazing new Copyflex 105 copying machine *costs no more than a typewriter,* saves hundreds to thousands of dollars annually by slashing clerical time and work in major business operations, by reducing time and costs for general office copying.

With Copyflex 105, you type or write information only once on one original form sheet. From original, you make sharp, clear Copyflex copies—in seconds—at the low cost of 1¼¢ each for materials for letter size. Information can be added, changed, or blocked-out on the original, at any time, and Copyflex copies again made of the up-to-date or revised original. No retyping of information. No proofreading.

You owe it to yourself and your firm to investigate the remarkable Copyflex 105, priced at only $295, by mailing the coupon below,

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Low-Cost Diazo Copying at its Best! **Copyflex**®

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1800 Central Road, Mount Prospect, Ill.
Offices in Principal U.S. Cities
In Canada: 103 Church St., Toronto 1, Ont.

Please send me more information about your new Copyflex 105.

Name_____ Title_____

Company_____

Address_____

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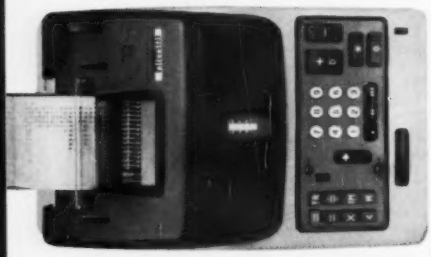
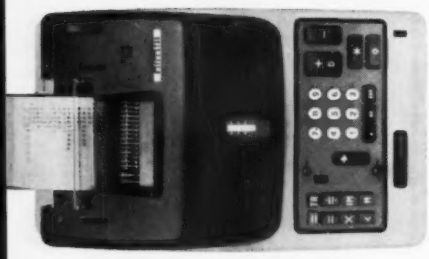
For More Information Circle No. 346

olivetti



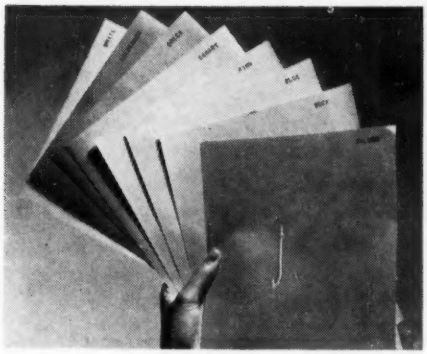


The high-speed, easy-to-operate Olivetti Divisumma 24, the calculator with a memory, provides printed proof of all operations. By automatically retaining intermediate results (including quotients), it eliminates manual re-entries and reduces errors. There's an Olivetti branch or dealer near you. Olivetti Corporation of America, 375 Park Avenue, New York 22, New York.

For More Information Circle No. 266

COLORED PHOTOCOPY PAPER

Eastman Kodak Co., 343 State St., Rochester 4, N. Y., offers Verifax Copy Paper C in seven colors to enable users of color-coded distribution systems to take advantage of the speed, economy and accuracy offered by its Verifax Copier. Toned to match regular stationery hues, colors are salmon, green, canary, blue, buff, pink and goldenrod. Previously available in white only, Copy Paper C, when



preprinted and collated, serves the same purpose as commonly used multicarbon system of making several copies of the same form on different colors of paper. Using the Verifax system, such forms can be produced faster, less expensively, with photographic accuracy that insures against error. Copy Paper C, available in letter-size only, comes in packages of 500 sheets, five packages to a carton, at $3.95 a package, the same price as white copy paper. **For More Information Circle No. 189.**

DUPLICATING MASTER CLEANER

Skiptone Div., Sherfy's Ltd., 444 Townsend St., San Francisco 7, Calif., has developed Skiptone for removing smudges and undesirable background tone from Xerox and other duplicating masters. This chemically impregnated PVA foam pad will quickly remove unwanted paste-up images, smudges, fingerprints and unsightly background tone. Pad leaves no powder or abrasive residue to cause undue wear of machine gears or rollers. It is simple to

She'd sooner let her boss see her hair in curlers than be guilty of S.S.

that's why she uses

A.W. FABER

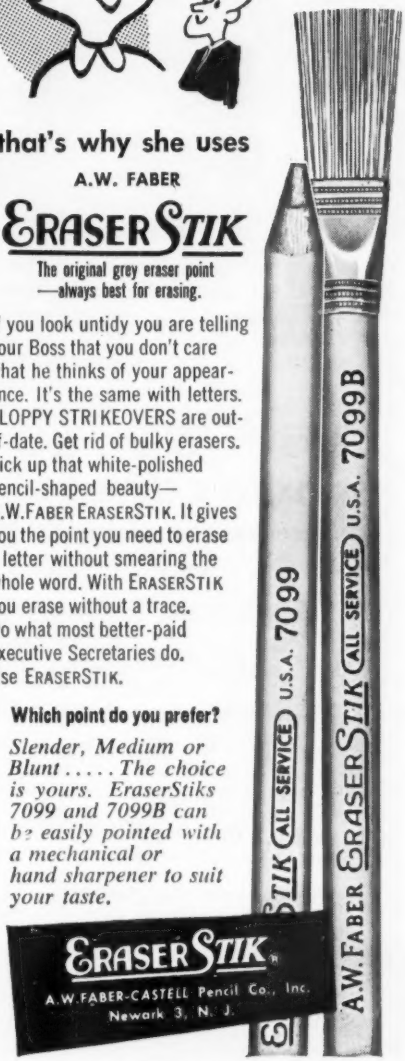
ERASERSTIK

The original grey eraser point —always best for erasing.

If you look untidy you are telling your Boss that you don't care what he thinks of your appearance. It's the same with letters. SLOPPY STRIKEOVERS are out-of-date. Get rid of bulky erasers. Pick up that white-polished pencil-shaped beauty—A.W. FABER ERASERSTIK. It gives you the point you need to erase a letter without smearing the whole word. With ERASERSTIK you erase without a trace. Do what most better-paid executive Secretaries do. Use ERASERSTIK.

Which point do you prefer?

Slender, Medium or Blunt . . . . . The choice is yours. EraserStiks 7099 and 7099B can be easily pointed with a mechanical or hand sharpener to suit your taste.



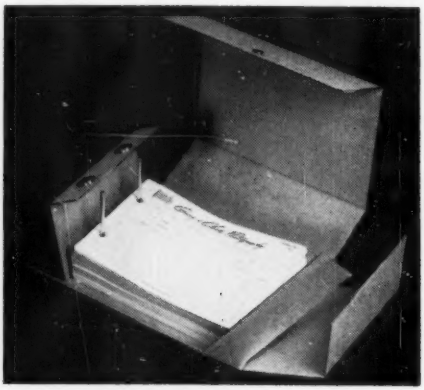
For More Information Circle No. 365

use, requiring no special skill. Packaged 20 pads to a polyethylene bag, Skiptone is pre-moistened and ready for immediate use. One pad can be used repeatedly and

a single pad will clean up to 100 or more masters efficiently. This eliminates costly plate re-makes, effecting savings of as large as 50%. For a sample, **Circle No. 178.**

STORAGE BINDERS

Office Equipment Mfg. Co., 2212 Summer St., Dallas, Texas, introduces the Perma-Snap-Bindr made of durable Perma



Kraft corrugated board in 25 sizes for sheets from 3½" x 7" to 11" x 17" with post spacing from 2¾" to 8½".

STEVENSON & SMITH, INC.

LEADING MANUFACTURERS OF

Intricate, Accurate, Economical SPECIALTY Multi-Part Business Forms

Stevenson & Smith, leading business forms manufacturers and business systems creators, are represented, coast to coast, by outstanding Business Forms dealers and systems analysts.

Write for name of your nearest representative.

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Lackawanna Place
BLOOMFIELD, NEW JERSEY

For More Information Circle No. 382

Start RIGHT in '60 and Save Income Tax Troubles

Beach's Common Sense Expense Books

BEACH'S best provide records. So easy to use, sturdy, and COMPLETE

Weekly & Monthly Books, Weekly Sheets

LEADER in Sales

Stationers, or

BEACH PUBLISHING COMPANY
19829 W. McNichols Rd., Detroit 19, Mich.

For More Information Circle No. 383

Special sizes are available on request. Perma Binders are used for transferring invoices, register forms, bills of lading, check vouchers, order forms, purchase orders, prescription blanks, deposit slips, ledger sheets and other forms and records. Prices range from $1.20 each in dozen lots to $1.95 for largest sizes. Larger quantities are even more economical. Binders are packed knocked-down in sturdy shipping cartons, 12 to the carton and fully guaranteed by the manufacturer. For literature, **Circle No. 212.**

OFFSET PAPERS

Brown Co., Box 131-NO, Boston 14, Mass., offers a Nibroc offset paper sampler. The booklet contains sample pages of both regular and vellum finish. The high brightness, handling and printing

qualities of Nibroc offset papers meet today's demands of high-speed presswork. Nibroc offset papers are manufactured in 50, 60, 70, 80, 100 and 120 lb. standard basis weights. For sampler and information, **Circle No. 114.**

SPACIOUS
40 x 60
LIGHT TABLE

KING SIZE

KING SIZE . . . for those bigger opaquing, stripping, layout and finishing jobs! No eye fatigue! Ceramic glass areas softly illuminated with fluorescent cool lights. Ample storage space in 36" high all-metal cabinet with silver hammerloid baked enamel finish. Machined steel straight edges. For more facts, write for Bulletin A2170 TODAY!

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EASTERN SALES AND SERVICE
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For More Information Circle No. 405

WHY USE TWO

WHEN ONE WILL DO?

Why use separate adding and calculating machines when *now*, you can do *all* your addition, subtraction and multiplication on one?

It's the *all-new* PLUS-O-MATIC Duplex Electric Adding Calculator, with "The Magic Multiplier,"* the one calculator for 95% of all office figure work.

PLUS

*The *Magic Multiplier* is an *Exclusive* feature of the *new* PLUS-O-MATIC Duplex Electric Adding Calculator.

Faster because it eliminates thousands of key depressions.
More Accurate because all work-results are constantly in view.
Easy to Operate because it's so simple. Anyone can use Plus-O-Matic.
Ask for a demonstration. You'll agree that PLUS-O-MATIC'S *Magic, Plus!*

PLUS Computing Machines Division

CONTROL SYSTEMS, INC.

5 Beekman Street
New York 38, N. Y.
REctor 2-0045

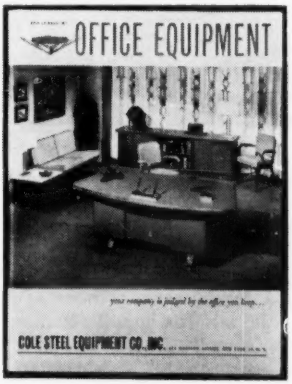
Representatives in Principal Cities

For More Information Circle No. 262

Literature from the Manufacturers

FURNITURE & EQUIPMENT

Cole Steel Equipment Co., 415 Madison Ave., New York 17, N. Y., has published an 80-page catalog of coordinated office furnishings, which is available upon request. To aid the office planner there are pages of decorator-inspired layouts in full color. Useful buying information is given on each item including dimensions,



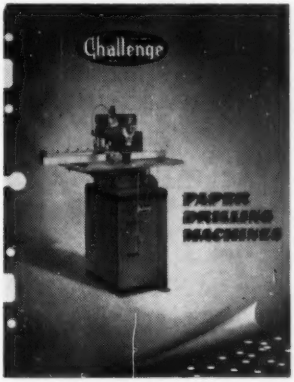
weight, colors, materials and price. Highlights of the new Cole catalog are the pages devoted to the Contempo series of fiberglass chairs and contemporary design reception and lounge furniture. There are 16 colored pages of new Cole desks, the entire galaxy of Imperial modular units and the Cole family of office machines: Cole Duplicator, Cole Dictater and Cole Portable Typewriter. For this catalog, **Circle No. 252.**

OFFSET DUPLICATOR

Davidson Corp., 29 Ryerson St., Brooklyn 5, N. Y., offers a broadside on its Dual-A-Matic, describing in detail the many advantages of this automated small offset machine for short or medium length runs. Seven easy finger-tip controls are illustrated. Many of the operations of the press are outlined along with descriptions of the other equipment features. The broadside includes a brief description of Davidson's patented two-cylinder principle that makes possible eight different operations: offset printing, two-sided lithography, letterpress, imprinting, numbering, perforating, dry offset, and Davengraving. For a copy, **Circle No. 236.**

PAPER DRILLS

Challenge Machinery Co., Grand Haven, Mich., offers a 20-page booklet covering the latest Challenge Paper Drilling Machines and accessories. Booklet features a handy selector guide of the ten



different single spindle drill models. Included are complete description and specifications on each model, also information on the various accessories for drilling, slitting, slotting, round cornering and handling Kalamazoo and other special cutouts. For a copy of publication F875, **Circle No. 231.**

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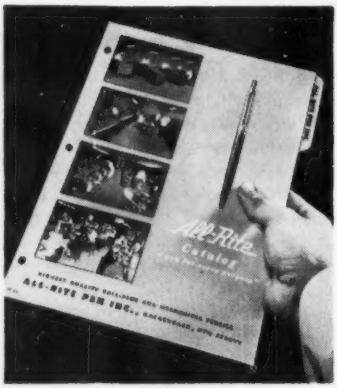
For More Information Circle No. 369

BALLPENS, PENCILS

All-Rite Pen, Inc., Hackensack, N. J., has published a comprehensive illustrated catalog of its entire line of ballpens and mechanical pencils. A concise introduction provides basic facts about the company and its policies and products. In

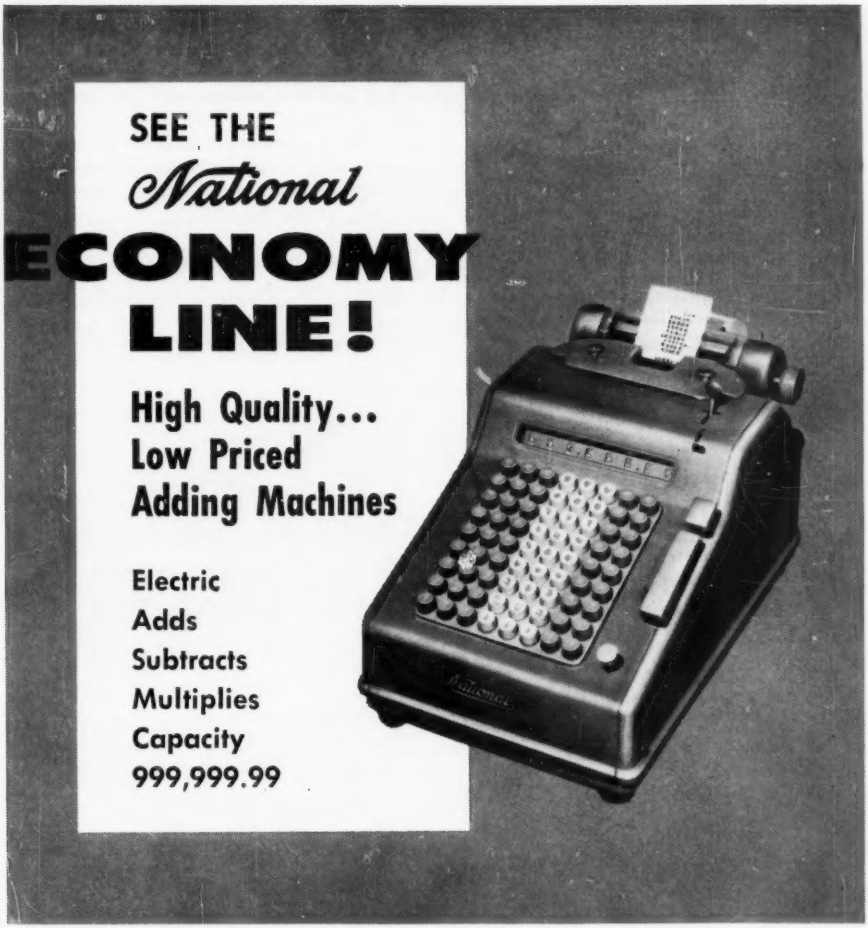


easy-to-read style, specifications including prices are given on pens and pencils for all applications. Sales aids—such as catalog sheets, displays, envelope stuffers, etc. —are also shown. There is both an alphabetical and a numerical index. Catalog is punched for standard binder and has an index file tab for quick location in any file. For a copy, **Circle No. 234.**

FLOOR MAINTENANCE

Advance Floor Machine Co., Spring Park, Minn., offers "How To Cut Overhead Underfoot," a complete, illustrated

floor care manual. Step-by-step instructions for cleaning and maintaining all popular types of hard and resilient floors,



Save time, work, cut figuring costs with a NATIONAL ECONOMY MODEL Adding Machine. Electric and hand-operated models. These machines offer many advantages, including: full one-year guarantee, direct subtraction, rugged duty construction, large answer dials, full visible keyboard, automatic ciphers, and rust-proofed parts. For a demonstration, call your nearest National branch office or National dealer today!

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to carry or mail confidential rolled maps, prints, plans, etc. Made of 16 ga. aluminum alloy with "comfort grip" and steel hasp for lock. 36", 42" and 60" lengths — other lengths made to order. **MAIL ORDER TODAY**

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#112
$1.50 each
with six blades

A real he-man tool for opening boxes, cutting heavy cardboard or paper. Double-edged blade is retractable. **Write today for free, illustrated catalog of other tools.**

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Ridge Road East, Webster, N. Y.

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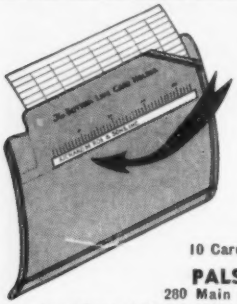

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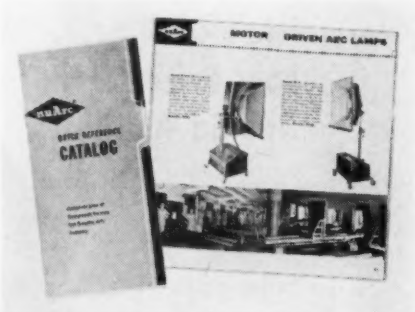
along with instructions for carpet shampooing, are featured in the manual. It also contains useful suggestions for selecting the proper equipment, cleaners and waxes, and tips on how to treat common floor problems. Detailed instructions for using work planning schedules and setting up proper job time requirements are also included. For a free copy of this floor manual, **Circle No. 237.**

COPYING & DUPLICATING

NuArc Co., Dept. O, 4110 W. Grand Ave., Chicago 51, Ill., has issued a pocket-size catalog listing its entire line of graphic



arts equipment. Pictures and descriptions include: Flip-top and Rapid Printer platemakers, light tables, arc lamps, vacuum

"May I borrow a cup of sugar for our coffee break?"

Office Duplicating Can Have a Professional Look

....without Professional Cost...

You can have a limitless supply of attractive, print-style type for your forms, bulletins, catalogs, literature, etc., for reproduction by your regular printing processes or even by your simple office duplicator. In either case the savings are enormous. Type fonts are instantly changeable, in various sizes as well as styles, to meet every specific need.

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"Cutting costs is our business"

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Looks like a typewriter... writes like printing.

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For More Information Circle No. 297

frames, darkroom lights, storage cabinets, etc. With the description of each item is the number of the bulletin that describes the item in detail. For a copy of this quick reference catalog, **Circle No. 238.**

COMMUNICATION METHODS

Telautograph Corp., 8700 Bellanca Ave., Los Angeles 45, Calif., offers an informational brochure on business communications problems which illustrates and describes three machines: Telescriber, Olivetti Teletypewriter and Telautovision, each of which has its separate applications. For this brochure, **Circle No. 235.**

FILE INDEXES

G. J. Aigner Co., 426 S. Clinton St., Chicago 7, Ill., announces its 1960 AICO catalog of indexes and indexing products. Highly condensed to enable fast, easy use, catalog contains 529 items on 28 pages. The previous catalog contained 438 items on a greater number of pages. Features include tabbed index pages, alpha-numerical index and comparative numbers list. A pocket on the inside cover is provided for price list, dealer data, etc. Distinctive

in appearance, catalog has a gold and black cover commemorating company's 50th anniversary. Inside pages are printed on buff stock. Black plastic binding has gold lettering. For a copy, **Circle No. 233.**

SYMBOL OF THE WORLD'S LARGEST MANUFACTURERS OF SELF-INKING NUMBERING AND DATING MACHINES

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A GUARANTEED, BRITISH-MADE PRODUCT

ENGLISH NUMBERING MACHINES LIMITED

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To give yourself a helping hand
Use tapes by "Scotch"—the thrifty brand!

Time-saving, money-saving tapes simplify dozens of jobs in every office. Let us show you how with a free "Tape Survey." Send the coupon today!

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News of the Office

Visual Communications Congress

The 3rd Annual International Visual Communications Congress sponsored by the Society of Reproduction Engineers will be held at the Statler Hilton, New York, Dec. 3-5. Over 70 exhibitors will show some of the newest equipment and the most advanced techniques. Panel groups will discuss drafting and graphic reproduction; miniaturization and retrieving; and hear talks on "Aircraft Engineering Looks at the Reproduction Industry"; and "The International View." Panel groups will commence with the showing of motion pictures.

Educational Buyers to Meet

More than 500 purchasing officers of colleges and universities will meet at the Pittsburgh Hilton Hotel, Pittsburgh, May 2-4 to discuss current purchasing and business problems, and to meet suppliers. Emphasis will be on problems created by the physical expansion of institutions of higher learning which continues at a rapid pace because of ever-increasing student registrations. Office supply and equipment firms are invited to apply for space in this show. Of the 92 exhibit booths planned, over 70 were taken by end of October. Direct inquiries to Bert C. Ahrens, executive secretary, National Assn. of Educational Buyers, 1461 Franklin Ave., Garden City, N. Y.

Typing Accuracy Contest

All all-expense paid trip to Sweden, home of Facit typewriters, calculators and Odhner adding machines, plus trips within the U. S. and other prizes including 25 Facit portables will be awarded winners of the Facit Accuracy Contest In Typing being conducted in public and private secondary schools throughout the country from October to April. Karl Siewert, president of Facit, Inc., U. S. distributor for Atvidabergs Industrier, says that only errorless papers will be accepted. According to George W. Haag, vice president and educational director, the winning student in each class will receive a medal. The ten top scorers will be invited to a national contest for the grand prize of a trip to Sweden for student and teacher. For further information, write Facit, Inc., Educational Dept., 404 Park Ave. S., New York 16.

Chicago Business Show

The Conrad Hilton Hotel will be the site of the 18th Chicago Business Show & Seminar of the Office Management Assn. of Chicago, Feb. 29-March 3. Executives will be able to not only hear about the latest equipment and its specific use and applications expounded by experts at the seminar, but also to see, evaluate and compare the equipment at the exhibits in the show, all under one roof. While the Chicago Business Show & Seminar draws heavily from the midwest, registrations are on file from Canada, the east and west coasts and many other parts of the country. The large number of registrations has attracted the best speakers and experts. For more information, write OMAC, 105 W. Madison St., Chicago 2.

Advertisement

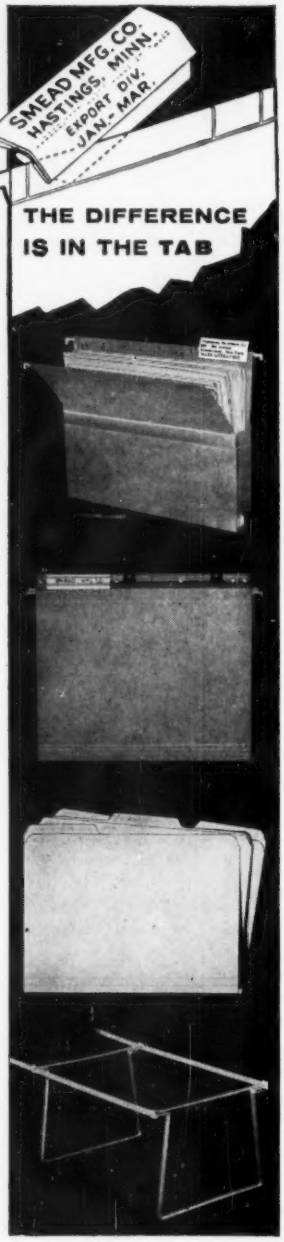
"Here's how our Embee folder paid for itself!"

Meet Mrs. Goldena Robinson, office supervisor of the duplicating department at American Telephone and Telegraph Company's Long Lines Department, in Kansas City, Mo. A year and a half ago, AT&T installed a model 360 Davidson Embee Folder, and since then, says Mrs. Robinson, "We have found several major uses for our machines. We use it to fold sketches of circuit layouts of telephone installations, and circuit order work sheets, as well as for other folding jobs. It's been our experience that the Embee can fold sheets six times as fast as methods formerly used. In addition, the end result is much neater folds . . . there's never any doubt that the folded sheet will fit properly in the envelope. We feel that in labor savings alone the Embee folder has paid for itself . . . and that's without taking into consideration the great convenience that owning this machine provides!"

There are two Embee models, both attractively priced. Embee Folders, with simple attachments, can slit, perforate and score, as well as fold at speeds up to 12,000 sheets an hour! If you'd like to know more about the very special savings you get with an Embee, plus interesting news about our free trial, call your local Davidson Distributor or write today to DAVIDSON CORPORATION, *subsidiary of Mergenthaler Linotype Company,* 29 Ryerson Street, Brooklyn 5, New York.

For More Information Circle No. 379

. . . with The TAB that TOPS them all!



Tailored Filing
to meet your every filing need

When Hanging Folders best suit your needs . . . then **COMPARE . . . . . .** the advantages found in Smead's **Flex-I-Vision** Hanging Folder Line.

COMPARE...The Tab Full one inch exposure. All metal for permanence. Rigid—Always upright—Unbreakable. Angled for easy reading. Easier to attach and to remove. Tabs may be used on other hanging folders or for other indexing by attaching to file pockets, catalogs, swatches, covers, guides, etc.

COMPARE...The Folder Folder top has tab position indicators for 1/3 and 1/5 position. Reverse the folder for front and back tabbing for 2" or 3" tabs. Securely bonded hangers to eliminate slippage on rods.

COMPARE...The Hanging Follow-Up-Folder The sliding signals (Green and Red) are unique and positive reminders.

COMPARE...The Hanging File Pocket Extra high cloth reinforced gussets which prevent contents from catching on drawers or trays.

Also Available—Interior Folders, Frames, Colored Inserts and Inserts for System Indexing

SEE YOUR SMEAD DEALER . . . or write us, on your business letterhead, for a free sample of the folder and tab..

Smead MANUFACTURING CO., Hastings, Minn.
LOGAN, OHIO CHICAGO, ILL. LOS ANGELES, CALIF.

For More Information Circle No. 270

ARMA Elects Officers

The following were elected at the fourth annual meeting of American Records Management Assn. in San Francisco: Ida Welch, Allen-Bradley Co., Milwaukee, president; William Benedon, Lockheed Aircraft Corp., Burbank, Calif., 1st vice president; Thomas F. Henzey, Illuminating Co., Cleveland, 2nd vice president; Dale S. Kuebler, Ford Motor Co., Dearborn, Mich., treasurer; Alma Ledig, Shaw Walker Co., Chicago, secretary.

Machine Panels and Wires

To keep up with constantly changing data processing requirements and for rush jobs that crop up in tabulating installations, Ted Ochman and Ed Ochman offer an emergency service for control panels and wires. Having met with success in Connecticut they will expand the service throughout Metropolitan New York, Westchester County, New Jersey, Rhode Island, and Massachusetts. The most popular control panels, wires, one-way wires, and 80-80 reproducer boards are carried in their station wagons. For details write Edward Ochman Systems, Box 141, Fairfield, Conn.

Univac Users' Next Meeting

The Univac Users Assn. will hold its semiannual meeting Feb. 25-26 at the Greenbrier Hotel, White Sulphur Springs, W. Va. There were 100 representatives of 35 corporations at its last meeting in Niagara Falls, Canada, Oct. 7-9. It is said to be the most experienced group in data processing in the world. Thomas New, Westinghouse Electric Corp., Pittsburgh, is president.

AMA's Electronics Conference

American Management Assn.'s annual electronics conference will be expanded to encompass all levels of industrial data processing. It will be held at the Statler-Hilton Hotel, New York, Feb. 29-March 2. The conference will review the experience of the last five years in the application of management principles and techniques to the problem of data collection and processing. More than 15,000 sq. ft. of space will be used to display products relating to ADP systems as well as other electronic equipment.

Abbreviated Writing Method

Briefhand, a new abbreviated longhand writing method, was added to the curriculum at Northeastern University, Boston. This personal notetaking system employs only the 26 letters of the alphabet; no symbols. Introduced early last fall by John Hancock Mutual Life Insurance Co. which realized the advantages of such a course and, according to the assistant personnel director, Nancy E. Concannon, the company has not been disappointed. The system can be learned in one ten-week term since there are only five lessons of theory. Briefhand can be written at 80 words a minute and also typewritten.

Capt. William Exton, Jr., USNR, management consultant, was guest speaker at the Third Naval District's conference for key management personnel. L. to r. are Capt. Edw. C. Callahan, USN, commanding officer and director, Naval Training Device Center; Capt. Exton; Milton Reitzfeld, District Management Assistance Office; Dr. George Sazuki, Navy Management Office, Washington, D. C.

WHICH ONE OF THESE
MANAGEMENT QUESTIONS
GETS A HAZY ANSWER
IN YOUR COMPANY?

1. *What is Policy?*
2. *What are the 7 marks of a Useful Report?*
3. *How can we write procedures so anyone can understand who does what and when?*
4. *How do bootleg forms affect office costs?*
5. *Will Electronics solve your office problems?*
6. *Is an organization chart A Useful Tool?*

Each of these questions is answered in separate issues of SYSTEMATION, a new service by a 42 year old management service company.

SYSTEMATION costs $20. a year. But you can judge for yourself first. Write for free FREE copies of issues answering any two of the above questions.

Systemation Division of Ross-Martin Co
Dept. A-13129, P. O. Box 800, Tulsa 1, Oklahoma

For More Information Circle No. 357

Engler HOUR METER

. . . For Business
Machine Economy

- **Increase Efficiency**
- **Improve Scheduling**
- **Eliminate Machine Inactivity**

Engler Hour Meters reduce total operating or rental cost of tabulating equipment and business machines by registering hours of actual machine usage. Effectively put records on an accurate basis and substantially reduce second shift payments. Many users have already realized large savings. Engler Hour Meters are easily installed and have been precision engineered and ruggedly built for years of dependable service. Reasonably priced. Write for detailed bulletin OF-8.

Engler Instrument Co.
250 Culver Avenue, Jersey City, N. J. Phone HEnderson 4-6500

For More Information Circle No. 358

Office Flies N. Y. to L. A.

(Continued from page 79)

All this meant a tremendous workload for Mrs. Palmer. She had to assign space in two buildings, and make arrangements for the proper desks, chairs, files and equipment to arrive at the right spot. This was accomplished by means of 24,000 colored and numbered tags, with each color signifying a building and a floor and each number an office.

While the office furniture, desks, typewriters, machines, files and other equipment were being airfreighted in the chartered DC-6As, personnel were jetted out to the coast in AA's Boeing 707 flagships. Household effects would follow later, transported cross-country in a caravan of 22 Fisher & Brother trucks. Only one major crisis resulted. Weather conditions prohibited loading the planes as heavily as had been planned, and several thousand pounds were turned over to the trucks at the

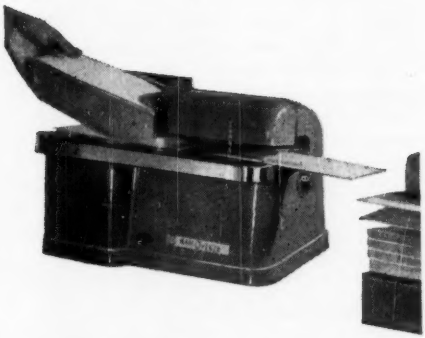
David Melamed, NTA administrative vice president, and Gertrude Palmer, office manager.

last minute. But the major units went as scheduled.

After supervising the loading Saturday night, Mrs. Palmer hopped a jet and Sunday morning was at the L.A. airport supervising the stream of files, desks, chairs and equipment, making certain it all started off in the right direction. She worked through the night and, by 10 a.m. Monday, she saw the last of the trucks unloaded.

The extent of the move can be appreciated by the fact that in addition to the furniture and files, some 3000 cartons and 600 barrels were utilized. Altogether over half a million pounds of office equipment and household furnishings; 60 adults, 29 children, three dogs and a parakeet were involved in the shift.

On the street earlier!



• **Mail opened and** on the desk when the office opens—enables your salesmen to get away from the office earlier, speeds selling and saves time for many departments. Get a PB MailOpener.

• The MailOpener is far faster, neater and more efficient than opening mail by hand—safely trims a hairline edge off envelopes without cutting their contents. Isn't fazed by any size or weight envelope. Three models, electric or hand.

• Get a free demonstration in your office. Ask the nearest Pitney-Bowes office—without obligation. Or send for free illustrated booklet.

FREE: *Send for handy desk or wall chart of new postal rates, with parcel post map and zone finder.*

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MAILOPENER

PITNEY-BOWES, INC.
3454 Walnut Street, Stamford, Conn.

. . . originator of the postage meter . . . offices in 121 cities in U. S. and Canada.

For More Information Circle No. 353

News of the Industry

3M Acquires Filmsort

Purchase of the assets of Filmsort Co., a division of Miehle-Goss-Dexter Inc., was announced by Minnesota Mining & Mfg. Co. "We will continue to operate the business along its present lines, and there will be no interruption in service to present Filmsort customers," said Bert S. Cross, 3M executive vice president for graphic products. Filmsort, presently located at Pearl River, N. Y., will be shifted to another site within six months. Officials said distribution arrangements will not be changed at the present time. According to Mr. Cross, Filmsort will be operated as a division of 3M, and D. W. McArthur, general manager of Filmsort, will continue to head the organization.

Comptometer Elects Schram

J. A. Schram

Resignation of A. E. Carlson as president of Comptometer Corp. and election of J. A. Schram as president was announced. Mr. Carlson, who became president in 1956, had to restrict his activities to less than full-time recently because of his health. He continues as a director of the company. Mr. Schram has been a director of Comptometer and head of the company's Burke Golf Div. since the company acquired Burke last May. He has participated in Comptometer's acquisition and diversification program, which, among other acquisitions, includes Nebraska Sales Book Co. and U. S. Business Forms Co., both of Lincoln, Nebr.

Wilson Jones President

Jack Linsky

Wilson Jones Co., manufacturer of loose leaf forms, equipment and supplies, announced the election of Jack Linsky as a director, chairman of its board and president succeeding Benjamin Kulp, who has retired. Mr. Linsky is president of Swingline, Inc., largest stockholder of Wilson Jones. Mr. Linsky has been well known in the stationery industry for almost 40 years. He was the original organizer of Swingline which, under his leadership, became one of the largest manufacturers of office staplers and staples. About two years ago Swingline acquired ownership of Ace Fastener Corp., which, according to Mr. Linsky, has enjoyed substantial growth in sales and earnings since then.

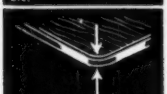
Ozalid General Manager

Walter A. Hensel, vice president of General Aniline & Film Corp. and general manager of its Ozalid Div., announced his resignation. Philip M. Dinkins, president of the corporation, subsequently announced that Benjamin Friedland, assistant general manager of the Ozalid Div., is acting general manager. Mr. Hensel joined the

MASO CHAIR MAT

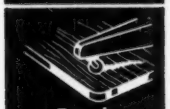
Easy to Clean

Gleams when cleaned with damp cloth. Resists alcohol, cigarette burns, etc.



Extra Thick

Heavy lamination of wood-grain plastic over 5/16" Presdwood. Won't slip, won't creep.



Tough

Chairs glide smoothly over the mar-resistant surface. Not slippery. Chip resistant.

MASO
Established 1933

The only mat that looks as beautiful as a desk top!

And stays that way! Made of lustrous wood-grain plastic, this amazing mat is stain, burn and chip resistant. Extra heavy; easy to clean. Blends with modern and traditional interiors. Four authentic wood-grains in newest decorator colors: Walnut, Desert Tan, Mist Green, Driftwood Gray. Choice of sizes. Extremely long wearing; low cost. Send for literature TODAY.

SEND COUPON TODAY

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Interstate Metal Products Co., Inc.
(Office Equipment Division)
666 Lake Shore Drive, Chicago 11, Ill.

Please send me FREE literature and more information about Executive plastic chair mats.

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COMPANY .....

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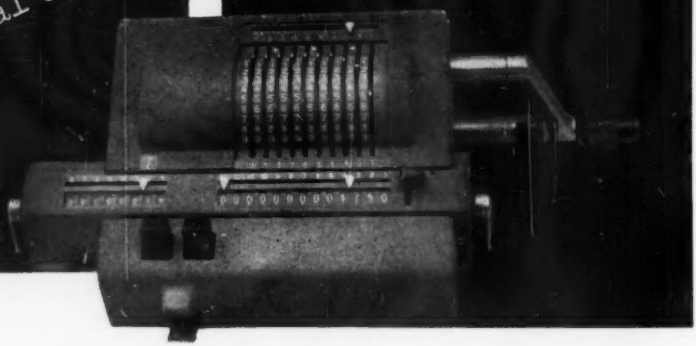
(city) (zone) (state)

For More Information Circle No. 298

"WHAT! Just $99 for a calculating machine?"

"Made by Original Odhner?"

"Hey! That's a real buy!"



All the famous Odhner features are here for only $99! Compact design, light and sturdy precision-crafted Swedish steel, and best of all . . . ease of operation. Designed for simplicity, the compact hand-operated machine, Model 227, performs all calculating functions, from the simplest to the most complicated, such as simultaneous multiplication and square roots. Outstanding feature of the machine is a "back transfer", time saving device, which makes it possible to perform repeated (chain) multiplications, such as simple and complex discounting calculations.

Sure as one plus one equals two . . . this $99 Odhner Portable is the perfect calculating machine for everyone who makes it their business. See the Yellow Pages for your nearest Odhner dealer, or write:

FACIT INC.

404 Fourth Avenue, New York 16, or
235 Montgomery Street, San Francisco, Calif.

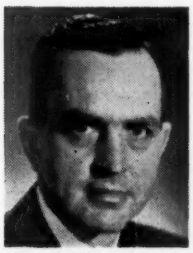
For More Information Circle No. 318

company in 1946 and was elected a vice president and general manager of the Ozalid Div. in 1955. Mr. Friedland became associated with Ozalid in 1943 and he was named assistant general manager in 1958.

Litton-Svenska Agreement

According to Litton president Charles B. Thornton, Litton Industries, Inc., and some of the shareholders in Svenska Dataregister AB have signed agreements whereby Litton acquires a majority interest in Svenska. Simultaneously Litton purchased 100% ownership of two companies, distributing Svenska's products in the U. S., Mexico and Switzerland. With research facilities and manufacturing plant in Stockholm, Svenska is the producer of Sweda cash registers and point-of-sale recording equipment. The distributing companies acquired by Litton are Sweda Cash Register, Inc., Chicago, and Sweda Registrierkassem, A.G., Zurich, Switzerland. The distributing companies will be administered through Litton's Monroe Calculating Machine Co. Div. Terms of the purchase were not announced but it is hoped to add more than $10 million annually to Monroe's sales.

Brockman Is Vice President



H. O. Brockman

Peyton H. Barkley, president of C. L. Barkley & Co., Chicago, announced the promotion of Herman O. Brockman to vice president of the corporation. The company, founded in 1921 by Mr. Barkley and his brother, the late C. L. Barkley, manufactures a full line of filing supplies for traditional letter filing equipment and shelf files. Mr. Brockley joined the company in 1954 after eight years as plant manager of Standard Packaging Corp.

Data Processing Systems Div.

Smith-Corona Marchant, Inc., has established a Data Processing Systems Div. and elected David S. McNally as vice president of the corporation and general manager of the division. This was announced by Emerson E. Mead, executive vice president, who also announced the appointment of Allan Meyer as national sales

David S. McNally

Allan Meyer

manager of the division, and William L. Martin as vice president of engineering. Mr. McNally came to Smith-Corona Marchant in 1958 as vice president and general manager of the Kleinschmidt Div. Mr. Meyer brings to the company a total of 39 years of systems sales experience having served in various managerial capacities at Burroughs Corp.

Convoy Names Barnard

Franklin T. Dannemiller, president, Convoy, Inc., Canton, Ohio, announced the appointment of Don L. Barnard as sales manager. Convoy manufacturers the Chemboard line of chemically hardened fibreboard record storage files. Mr. Barnard recently resigned as vice president of Barlin Sales, Inc., and Barlin Warehouse, Inc., Akron. Prior to that he served as sales manager of the York Safe & Lock Div. of Diebold, Inc., as well as assistant dealer sales manager of the dealer division for Diebold.

Fostoria Buys Faries-General

R. H. Carter, president Fostoria Corp., Fostoria, Ohio, and O. Sacksteder Jr., president, Faries-General Lamps Corp.,

Substantially Reduces

NOISE

of Keyboard Graphotypes

SOUNDTROL Noise Reducing Hoods, the result of many years' research by acoustic engineers, protect workers from tiring noise—increase production and work accuracy. Your Graphotypes can be relocated for better work flow when noise is eliminated and machine's appearance is improved. SOUNDTROL Noise Reducing Hoods do not increase floorspace, retard ventilation nor interfere with machine servicing. Write for full information today!

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Ready! Your FREE copy of our new 1960, 112 page catalog as well as our new Premium catalog. Write today!

Accountants' Supply House
Dept. O, 518 Rockaway Ave.
Valley Stream, L. I., N. Y.

For More Information Circle No. 418

Elwood, Ind., announced that Fostoria has acquired the latter's business and products. Faries-General will be operated as the Faries-General Lamp Div. of Fostoria Corp. This acquisition by Fostoria brings together two well-established names in the lighting field. Mr. Carter said sales of the new division will be coordinated in Fostoria by M. M. Barlitt, manager of merchandise sales.

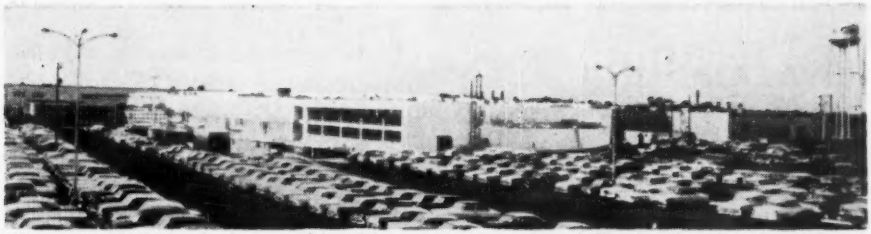
Electronic Accounting Machine

Siemag Feinmechanische Werke GmbH, Eiserfeld/Sieg, Germany, in collaboration with Dr. Gerhard Dirks has entered into a license agreement with International Business Machines Corp. and the Remington Rand Div. of Sperry Rand Corp. The license covers the Dataquick electronic bookkeeping and invoicing machine exhibited for the first time earlier this year. The unit is the invention of Dr. Dirks with whom Siemag has been in license collaboration since 1954.

Best Engraved Letterhead

Nekoosa Opaque, vellum finish, was used to produce the top entry in a contest for the best engraved letterhead of the year. The winner was created by Grabados Fernando Fernandez, S.A., for

Entrance to new Fort Wayne, Ind., branch plant of Air Accessories, Inc., where Floor Show transparent chair mats are made for their Delta Products Div., according to W. I. Spitler, president.



The center building is the new $1 million research center of Charles Bruning Co., Mount Prospect, Ill., which opens next month with facilities for a staff of 70 chemists and technicians, according to Dr. Carl Botkin, vice president in charge of research.

Equipos Petroleros Nacionales, S.A., both of Mexico City. The engraver received the Cronite Cup at the annual convention of the Engraved Stationery Manufacturers Assn. in Houston. It was the first time the award went outside the U. S.

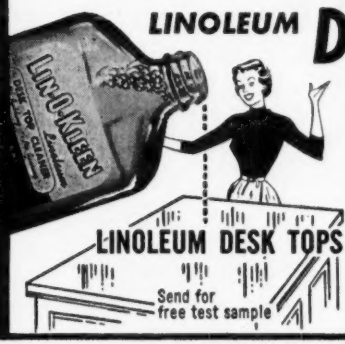
Gestetner Name Change

Gestetner Corp., Yonkers, N. Y., formerly Gestetner Duplicator Corp., announces the change in its corporate name. The company sells and services the Gestetner stencil duplicator.

FREE supply of Scott 2-ply wipers with sample or first order

NO FUSS—NO MESS When you use LINOLEUM

LIN-O-KLEEN Desk Top Cleaner



Easy to apply. Pour it on — Wipe it off.
Contains magic miracle compound that penetrates stubborn grit and grime. Brings back original finish.
1 Pint—$1.25 Doz. Pints—$12
(WEST COAST SLIGHTLY HIGHER)
Order today. Money back guarantee.

LINOLEUM DESK TOPS LOOK BRAND NEW IN 2 MINUTES!

Send for free test sample

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LIGHTWEIGHT WEATHERPROOF

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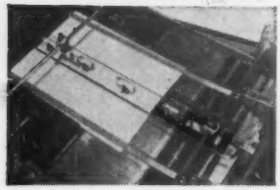
MASTER FEED CONTROL

Boosts Output, Cuts Spoilage
Easier Feeding ALL Stocks!



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Slash masking and setup time! Try 5 Base Line Masking Sheets free! For 1250, 1300, 2066-SD, LD! Write now, mention press!

NOW run envelopes, or small, thin, slick, or curling stock *easily*—to hairline register! VISI-GUIDE's five free-rolling steel balls give *positive, continuous* control, prevent "bounce" or rebound! For Nos. 1200, 1250 only $19.95; No. 1300 $24.50; No. 2066 (2) $59.00, *postpaid* with check. 10-day money back guarantee! Write today!

Dealers: Write for full information!

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14339 36th N.E. Dept. OM Seattle 55, Wash.

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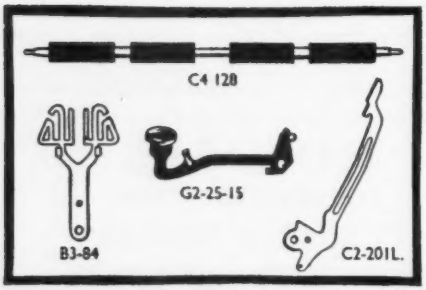
To let you know

TYPEWRITER-SUNDRIES CO. LTD.

supply precision BRITISH made Parts and Tools direct to you at LOWEST PRICES



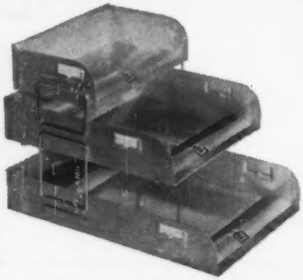
- PROMPT AND EFFICIENT SERVICE GUARANTEED
- Send for our Illustrated Catalogue POST FREE

TYPEWRITER SUNDRIES CO. LTD.
140-148 BOROUGH HIGH ST., LONDON S.E. 1

For More Information Circle No. 340

NEW DESIGN IN FILING EQUIPMENT

The Flash line includes over 160 items in metal office accessories, job ticket, display and time card racks, book and catalog racks, drawer trays and files, check files, bill boxes, office mail boxes, stationery holders and racks, card files, posting tubs, etc. All made from heavy gauge steel with baked-on enamel finish in gray, green, mist green, tan and office brown. Send for free catalog. Territories open for distribution and representation.



Build up desk trays, note letter and legal size.

FLASH FILING, INC.
2634 S. Cherry, Fresno, Calif.

For More Information Circle No. 341

Smith's
OPNWINDO® Metal Tabs
solve filing problems at LOW COST!

Adjustable OPNWINDO® metal tabs make it easy, economical to expand or revise your present filing system; start a new system; or convert to shelf filing. Available in 1 and 2 inch widths, the tabs are complete with clear or colored plastic label covers.

If not available from your dealer, write to

CHARLES C. SMITH, INC.
EXETER, NEBRASKA

For more than 60 years, a complete line of time-saving signals and indexes

For More Information Circle No. 342

NuArc Co. marked its 12th business year by moving into new quarters at 4110 W. Grand Ave., Chicago 51, where production and office facilities are quadrupled, according to John Schultheis, vice president. Their large showroom is open to all in the graphic arts field.

Lanston's Barrett Manager

Bruno Buinys has joined Lanston Industries, Inc., as manager of the Barrett Adding Machine Div., it was announced by Kurtz M. Hanson, president. Mr. Buinys brings to Lanston more than 32 years of experience in the office machine field. Prior to joining Lanston he was exclusive sales agent in the U. S. for Hamann calculators and adding machines.

Byron Weston Expansion

Byron Weston Co. announced plans for a new 107″ Fourdrinier paper machine. Orders have been placed with Rice, Barton Corp., Worcester, for construction of a machine embodying the most advanced features. Substantial expenditures have also been authorized for the purchase and installation of associated stock preparation equipment.

NOW SNAP APARTS AND CONTINUOUS FORMS FROM INTERNATIONAL BUSINESS FORMS

INTERNATIONAL BUSINESS FORMS offers:
QUALITY Forms, produced on modern rotary equipment — sold only through our dealers.
COMPETITIVE Prices—liberal dealer discounts —You're "in the running" with an IBF Quote. Quantity advantage, too! Orders accepted for only 2500 sets of Snap-Aparts—NEW POLICY!
DELIVERY PROMISES you can count on. Try us on one job and see!
EASY-TO-USE PRICE LIST—Anyone can make estimates with a little practice.
RAPID QUOTATION SERVICE—Your quotation requests handled AT ONCE. Same day if specified.

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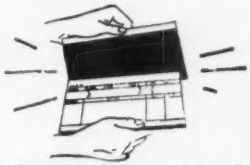
1600 E. 26th ST. LITTLE ROCK, ARK.



Our Snap-Apart Forms have been a standard of quality for years. For fine printing; just right "snap-apart" action, they are unexcelled. INTERNATIONAL BUSINESS FORMS snap-aparts assure customer satisfaction.

Continuous Forms, TOO! Now—offer your customers Continuous carbon-interleaved forms — Line Hole Punched Tabulating; pasted; or stapled—up to 10 parts. In Continuous as in Snap-aparts, International means quality — at the right price.

"Rock-It 88"
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OFFICE CHAIRS
FOR EXTRAORDINARY COMFORT
WHEN YOU SIT YOU'RE SOLD!
RICHCRAFT
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For Your Annual
TYPEWRITER ROLLER CHANGE
FUTURISTIC
5 STAR PLATEN
Insist on a "Futuristic" 5-Star Platen for Best Results
Manufactured and Distributed to Office Machine Dealers by
AMES SUPPLY COMPANY
Contact your Local Typewriter Dealer
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NEW Low-Cost
MODEL FH-SC
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Electric Folding Machine
FOLDS • CONVEYS • STACKS
120 SHEETS PER MINUTE
any fold any stack automatically!
Write for FULL DETAILS
THE PRINT-O-MATIC CO., INC.
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CASH REGISTER
PARTS
WORLD WIDE SERVICE
HIGHEST QUALITY PRODUCTS
CASHERE CORPORATION
Successor to International Cash Register & Parts Co.
207 E. Evergreen Ave., Mt. Prospect, Ill.
For More Information Circle No. 411

Mothers' Night Shift

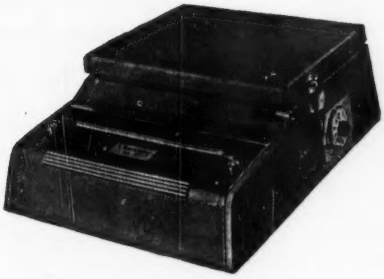
(Continued from page 86)

was impossible to complete our building addition in time to adequately handle the new business being written. Conditions were crowded and we had all the employees in the building that could be placed there with any degree of efficiency. Apparently, the only solution was for a section to be removed to a separate building, thereby decreasing efficiency substantially and increasing communication problems.

The writer, who is manager of the service department, is responsible for office operation and equipment, personnel and purchasing. I thought, why not run a night shift in this company the same as the manufacturing industry? Needless to say, when this was suggested a cool reception to the idea was apparent from most of the staff. It hadn't been done before and, while the building was being used only 37½ hours a week, it did not seem practical to most. But within a few months, the space and personnel problem became more critical, and a meeting was held with the managers of the departments involved to discuss the feasibility of a night shift. There was a difference of opinion, but the ultimate decision was to try the idea.

Most of the department heads thought that a night shift would raise certain problems: absenteeism (in warm summer months), tardiness, turnover after extensive training, inadequate supervision, low morale, etc. Nevertheless, it was left to the manager of the service department to work out the details of the plan. In February 1959, an ad was

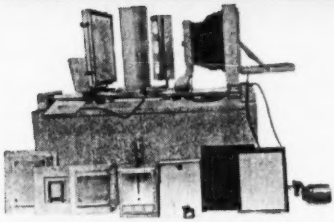
LUXACOPY = 5 perfect copies in 1 minute



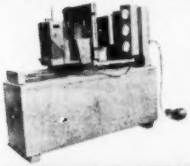
HERMANN WOLF GMBH. • WUPPERTAL-E
WEST GERMANY
Manufacturers of Mechanical and Optical Apparatus

For More Information Circle No. 372

MILLER-TROJAN photo equipment
for top performance — at lowest cost



Showing equipment available for Sharpshooter 1418 Camera



View at left shows Sharpshooter set up to back light color transparencies

New LOW COST CAMERA handles both black and white and color work . . . lets you interchange camera backs!

- The Miller-Trojan Sharpshooter 1418 Camera produces line and halftone negatives of utmost fidelity in any size up to 14" x 18". Enlarges twice and reduces three times.
- Optional transparency copy board assembly, complete with arc lamp, lets you back light transparencies—or an optional booster unit will step up camera lights to correct temperature for making color separations from reflection copy.
- Stay flat, vacuum or Xerography backs can be interchanged quickly and easily to meet your requirements. The same camera focusing scales are used for all backs.
- Camera completely equipped for black and white operation with stay flat back **ONLY $895.90.**
- Write for full details on this amazing new camera —and for prices on optional equipment, including camera base.

MILLER-TROJAN CO., INC., TROY, OHIO

For More Information Circle No. 373

EVER-SAFE Storage Chest and Posting Trays—One Complete Unit

Certified Fire Protection 1700°F. 1 Hour

1300 Package Consists of:

1 No. 1313 FIREPROOF CHEST with 1⅝" U.L. Approved Insulation.

2 No. 5585 POSTING TRAYS for sheet size 5½" wide x 8½" high. Capacity 2000 Sheets per tray.

2 Sets 25 DIVISION CELLULOID TABBED INDEX

Write for complete information.

EVERSAFE CO., INC.

Division Schwab Safe Co., Inc.

Lafayette, Indiana

For More Information Circle No. 334

Scotty BALL POINT PENS

WHOLESALERS & DEALERS

Exclusive Territories Open!

Scotty is the best selling style of pen on the market today!!

The pen color is the ink color!

Medium Point 39c Fine 49c Broad 59c

Eight Brilliant Colors and Repro Inks

Every Pen is guaranteed perfect

Special Imprinting • One Day Service

Make more profit with SCOTTY Pens and SCOTTY standard refills

Write for catalogue sheets and discount on other styles of pens and desk sets.

SCOTTY ENGINEERING CO.

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For More Information Circle No. 336

It just SNAPS apart

LETTEREX sets are available in all colors. A set is a high quality onion skin lightly tipped to an intense and clean carbon sheet. 500 sets to a box.

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1114 HALF STREET, S.W., WASH. 24, D.C.

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Every Business can use . . .

INDIANA

"Under Counter" CASH DRAWERS

HERE'S HOW

SMALL BUSINESS—for Cash Handling and Storage.

DEPARTMENT STORES—for Auxiliary Cash Handling, Bank Drawers, for Special Sales.

MANUFACTURERS—in Cafeterias, Parts Sales Counters, for Petty Cash.

Model V-1 (ill.)

List $29.50

- No stock to carry
- 24 hour shipment
- Full dealer discount

A Quality Product

3 other models—

A wonderful door-opener for follow-up sales of more expensive equipment. Write now . . . .

INDIANA CASH DRAWER CO.

P. O. Box 236B • Shelbyville, Indiana

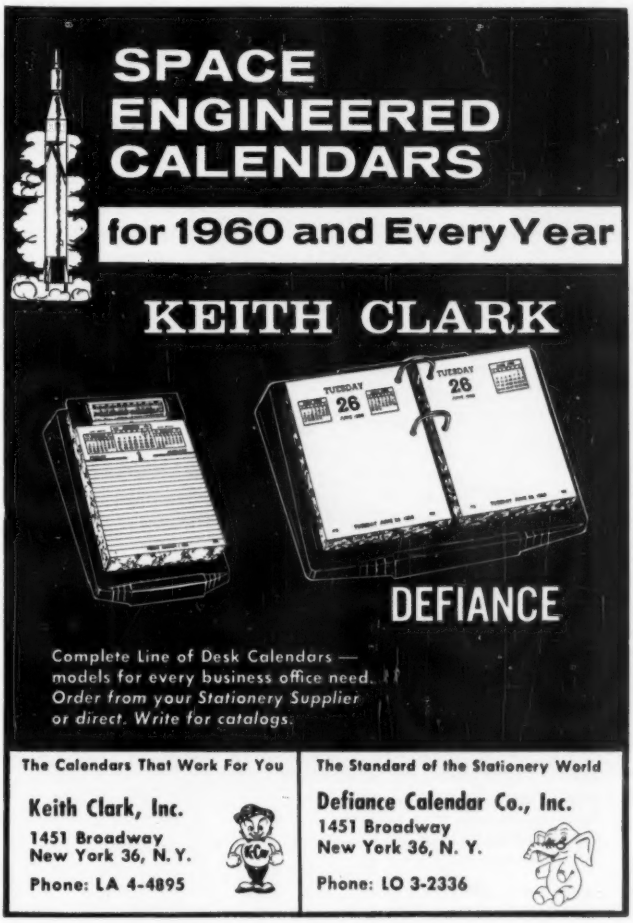
For More Information Circle No. 337

placed in the newspaper for help to work from 6 p.m. to 10 p.m. on the more routine jobs which required less training than most. Our switchboard was immediately flooded with calls. The first half-hour produced 27 appointments and the switchboard was closed to further calls. Even then the deluge continued for a day or two.

Our night shift, or as I call it, the "working mothers shift," was instituted with the idea of having no moonlighters. If a person worked all day in another job, it was not fair to other employers to drain their time and energy on an additional four-hour shift. We started with employees who had worked in the past but had quit because of marriage and children. We did not hire employees who worked during the day nor any students. Our thinking on the latter has changed substantially, and I'll discuss this later.

The working mothers shift was an immediate success. Help was plentiful, tardiness, absenteeism and turnover were almost nil. Morale was very high, and production proportionately higher than on the day shift. An unusual responsibility and conscientiousness were apparent.

Almost immediately we started training people for more difficult positions, and this too was no problem. It does



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PAYCHECK "OUTLOOK" ENVELOPES

Eliminate Time and Expense of Addressing, also Chances of Error.

Paycheck "Outlook" Envelopes are absolutely opaque, essential when wages are paid by check. Nothing shows but the employee's name. This improves personnel relations.

Send for Samples and Prices Today

OUTLOOK ENVELOPE CO., Est. 1902
Originators of Outlook Envelopes

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INSTANT SELF LAMINATING

PLASTIC SHEETS

PERMANENTLY PRESERVE AND PROTECT
- IMPORTANT PAPERS
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WITHOUT NEED FOR MACHINES, CHEMICALS OR HEAT

You can actually imbed any flat object of any paper, board or fibre composition in clear, flexible plastic for permanent protection against moisture, wear and grime. Protect, preserve and beautify for a lifetime. Available in a wide range of sizes. Write for free brochure.

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3407 Prospect Avenue • Cleveland 15, Ohio

For More Information Circle No. 416

appear that some supervision is needed, but this is being studied and alternative plans being tried. The working mothers shift has been so successful that even when our expansion program is completed, we anticipate continuing the night shift. Some jobs can be done more efficiently at night than they can the following day. Filing in the policyholders' record room, routine accounting jobs, filing in the accounting department, and many underwriting jobs involving rating, typing, etc. Actually, I think any clerical task in almost any company can be performed just as well at night.

The success of a night shift seems to hinge primarily on (1) convenient working hours; (2) need for additional income; (3) personal desire to keep up to date with business skills; (4) sociability aspects of the work. Hasn't your wife ever said, "You get your talking and visiting at the office all day, and I never get out. I'm stuck here all day with the kids and never go anyplace?" It's a common feeling, and indeed it's a very true statement.

Our working mother shift starts at 6 p.m. and lasts until 10 p.m. There is free coffee and rolls between 8:15 and 8:30. Office sociability plays a much larger part than I had ever thought it did. For most people, a change of problems is a rest. This is true for mothers who clean house, cook and mind the children continually. A night shift provides not only work, but some social functions are fulfilled and financial assistance is received. Then, too, there is a certain amount of relaxation. Now for the husbands, it may be an entirely different story and, no doubt,

after a few months of minding the kids, any personal research in that area might result in physical violence to the researcher if he should happen to be the employer.

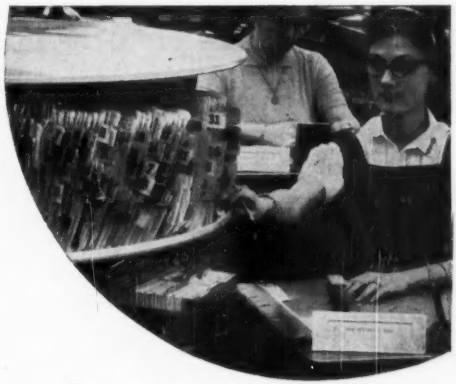
Since there are only three hours and 45 minutes of actual work, our experience has been that the quality and quantity is as high and in many cases higher than the day shift. We now intend to use commercial college students on the night shift, because of the wonderful opportunity to have these well-trained young people with us for an extended period of time. We will have an excellent chance to move them to a daytime job with their months or years of training.

Our 50 nighttime employees appreciate their jobs more than the average employee. They have clearly demonstrated to us an unusual sense of responsibility, conscientiousness, aggressiveness, diligence and morale. Indeed, the working mother shift is a permanent plan at Preferred Risk Mutual.

On the mothers' shift, Mrs. Andrew J. Sherbo and Mrs. Robert Stark, night supervisor.

FINGERTIP FILING . . . with WASSELL Rotor-Files

Wassell Rotor-Files swing at a finger touch—no stretching or bending, no pushing or hauling. One girl, from a comfortably seated position, can reach **the equivalent of 32 drawers** of file folders at the flick of a finger.



- ★ **50% saving in filing time**
- ★ **Up to 40% saving in floor space**
- ★ **Over 100% improvement in file clerk morale**
- ★ **75% saving in physical effort**
- ★ **At least 50% saving in executive waiting time**

Write now for full information on Wassell rotary filing systems—for orders, correspondence, cards, tub filing, and/or books.

WASSELL ORGANIZATION, INC.

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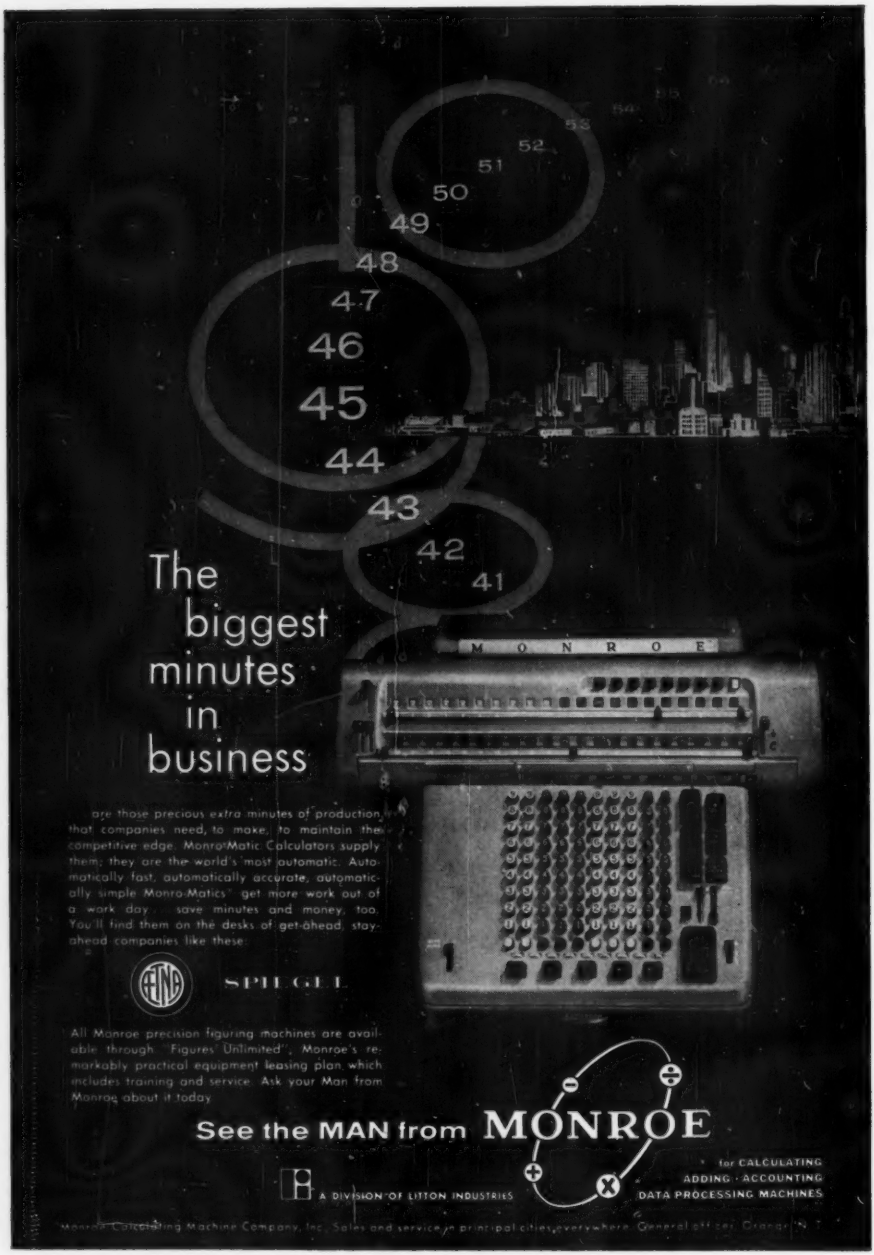


For More Information Circle No. 319

National Conference & Exhibit Calendar

Eastern Joint Computer Conference, Statler Hilton Hotel, Boston, Dec. 1-3.

Society of Reproduction Engineers, Hilton Statler Hotel, New York, Dec. 3-5.

National Business Teachers Assn., Sheraton-Cleveland Hotel, Dec. 28-30.

American Management Assn. Electronics Conference, Statler-Hilton Hotel, New York, Feb. 29-March 2.

Office Management Assn. of Chicago, Conrad Hilton Hotel, Chicago, Feb. 29-March 3.

National Office Furniture Assn., Chalfonte-Haddon Hall, Atlantic City, March 11-13.

Southern California Business Show, Ambassador Hotel, Los Angeles, March 29-April 1.

National Assn. of Educational Buyers, Pittsburgh Hilton Hotel, Pittsburgh, May 2-4.

Western Joint Computer Conference, San Francisco, May 3-5.

Insurance Accounting & Statistical Assn., Sherman Hotel, Chicago, May 15-18.

National Society for Business Budgeting, Netherland Hilton Hotel, Cincinnati, May 19-20.

National Office Management Assn., Montreal, Canada, May 22-26.

Federal Government Accountants Assn., Statler-Hilton Hotel, New York, May 23-24.

Institute of Internal Auditors, Schroeder Hotel, Milwaukee, June 12-15.

National Assn. of Accountants, Roosevelt Hotel, New Orleans, June 19-22.

National Machine Accountants Assn., San Francisco, June 22-24.

National Office Machine Dealers Assn., Coronado, Calif., July 10-13.

National Society of Public Accountants, Muehlebach Hotel, Kansas City, Mo., Aug. 22-26.

National Business Forms Associates, Chase Park-Plaza Hotel, St. Louis, Sept. 14-17.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 24-28.

American Institute of Certified Public Accountants, Bellevue-Stratford & Sheridan Hotels, Philadelphia, Sept. 25-28.

Life Office Management Assn., Royal York Hotel, Toronto, Canada, Sept. 26-28.

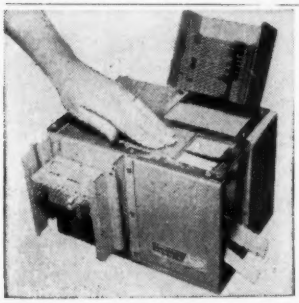
National Assn. for Bank Audit, Control & Operation, Statler Hotel, Los Angeles, Oct. 10-12.

Systems & Procedures Assn. of America, Commodore Hotel, New York, Oct. 10-14.

Controllers Institute of America, Fairmont Hotel, San Francisco, Oct. 22-26.

National Institute of Governmental Purchasing, Shoreham Hotel, Washington, D. C., Oct. 23-26.

National Business Show, Coliseum, New York, Oct. 24-28.



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TAKES PLATES AND CARDS OUT OF ADDRESSOGRAPH FRAMES!

Slide frame over opening in table-top of Quik-Stripper. Plates and cards fall out, slide down chute into waste basket. Impossible to get grime in hands or ruin fingernails. Work from back of frame. Fingers never touch inked plate. Pays for itself because of time saved. Models for all styles of frames. Trouble free. No service problems. Send for circular giving details and prices. Specify style of frame to be stripped or send sample. Write Addressing Machine Co. of Calif., 667 Mission St., San Francisco 5, YUkon 2-2130. Quik-Strippers sold on 5-day approval.

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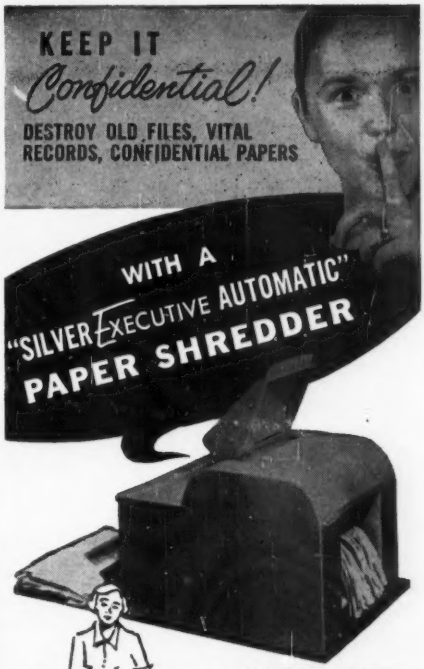

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* * *

Of companies with assets over a billion dollars, nearly half have their head office in New York City; exact figure is 31 out of 70.

* * *

The tiny paper clip retains its value in today's office — some six billion of them will have been produced this year, enough to circle the earth sixteen times.

* * *

American companies and institutions will have purchased close to half a billion dollars worth of metal office equipment (chairs, desks, files) before the year is out.

* * *

The copying market has developed beyond all expectations and at practically no expense to other existing systems and equipment. Total sales of the four basic processes (diazo, diffusion transfer, Thermo-Fax and Verifax) will be over 100,000 machines, with additional paper sales of $150 million.

* * *

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* * *

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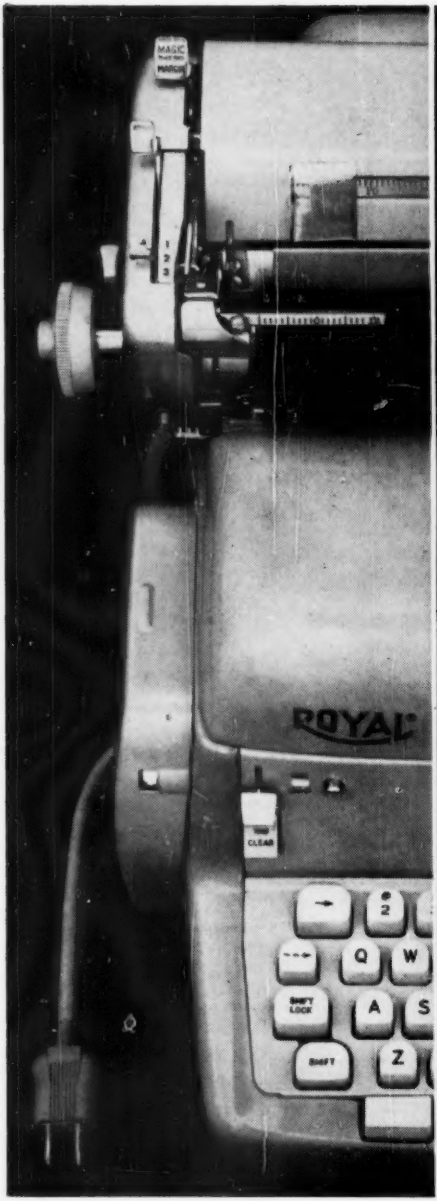

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